



NATIONAL ENDOWMENT FOR THE

Humanities

DIVISION OF PRESERVATION AND ACCESS

Narrative Section of a Successful Application

The attached document contains the grant narrative and selected portions of a previously funded grant application. It is not intended to serve as a model, but to give you a sense of how a successful application may be crafted. Every successful application is different, and each applicant is urged to prepare a proposal that reflects its unique project and aspirations. Prospective applicants should consult the NEH Division of Preservation and Access application guidelines at <http://www.neh.gov/grants/preservation/humanities-collections-and-reference-resources> for instructions. Applicants are also strongly encouraged to consult with the NEH Division of Preservation and Access staff well before a grant deadline.

Note: The attachment only contains the grant narrative and selected portions, not the entire funded application. In addition, certain portions may have been redacted to protect the privacy interests of an individual and/or to protect confidential commercial and financial information and/or to protect copyrighted materials.

Project Title: The Struggle for Civil Rights in Mississippi: Providing Access at the 50th Anniversary

Institution: The University of Southern Mississippi

Project Director: Dr. Louis Kyriakoudes

Grant Program: Humanities Collections and Reference Resources

Humanities Significance: Mississippi, Civil Rights, and Oral History

No state in the nation has exhibited the extremes of the American condition as starkly as Mississippi. Possessed of some of America's richest agricultural lands, Mississippi's deeply flawed agricultural institutions have yielded a bitter harvest of privation and oppression. Plantation slavery and its successor labor system, sharecropping, have ensured a grinding and inhumane poverty that ensnared both whites and blacks. With the largest proportional African-American population among the states, white Mississippians maintained the deepest commitment to state-sanctioned segregation and white supremacy. In Mississippi, America's complex and tragic history of race has played out in its starkest and most brutal form.¹

The totality of state-enforced racial oppression did not squelch African-Americans' desire for human rights and access to the privileges of American citizenship. During Reconstruction, black southerners organized in Union Leagues to support the Republican Party and engaged headlong into political activity. Black officeholders were elected across the South as part of a vibrant Republican political organization. In Mississippi, the legislature sent two African-Americans to the United States Senate. These impressive gains were short-lived. Across the South, conservative whites mobilized to undermine black electoral activity. In Mississippi that challenge came in two waves; first in the violent challenge and overthrow of the state Republican administration in 1875, and again with the formal adoption of voter disfranchisement devices such as the poll tax and literacy test in 1890.² Increasing segregation, political oppression laid the foundations for what the historian James Silver would call in the 1960s, "the closed society."³

While formal black political activity in Mississippi all but stopped with disfranchisement at the end of the nineteenth century, black activism for the rights of citizenship persisted and grew even as Mississippi whites sought to draw an indelible color line.⁴ The pace of black activism quickened after World War II, laying the foundations for the mass movements of the 1950s and 1960s. The battlegrounds, however, were in the South, and the most difficult of those battles were fought in the state of Mississippi. Roy Wilkins, head of the NAACP during those tumultuous years, said bluntly that Mississippi was "the worst state." Historian John Dittmer wrote, "In not another southern state was the use of terror against the black population so systematic and pervasive." Yet he goes on to note that "despite the intensity of white opposition, the Mississippi movement became the strongest and most far-reaching in the South."⁵

Oral history has stood at the methodological forefront of civil rights scholarship. The first wave of oral history work sought to preserve the stories of movement leaders. More recently, oral history methods, have played a deeper, interpretive role transforming our understanding of history of civil rights activism by discovering the complex interactions between local activists and the national movement.

Oral histories have allowed scholars to uncover the story of hundreds of civil rights activists, and thus shift the focus of our understanding of how the movement developed and functioned away from national leaders

¹Neil R. McMillen, *Dark Journey: Black Mississippians in the Age of Jim Crow* (Urbana: University of Illinois Press, 1990).

²Michael P. Fitzgerald, *The Union League and Social Change in the Deep South During Reconstruction* (Baton Rouge: Louisiana State University Press, 1989); J. Morgan Kousser, *The Shaping of Southern Politics: Suffrage Restriction and the Establishment of the One-Party South, 1880-1910* (Yale University Press, 1974).

³James W. Silver, *Mississippi: The Closed Society* (New York, Harcourt, Brace & World, 1964)

⁴Jaquelyn Dowd Hall, "The Long Civil Rights Movement and the Political Uses of the Past," *The Journal of American History* 91:4 (Mar., 2005): 1233-1263

⁵John Dittmer, *Local People: The Struggle for Civil Rights in Mississippi*. (Urbana: University of Illinois Press, 1994), 423-4.

and their organizations to the community leaders and local activists whose organizing gave the movement its energy and direction. It is, as John Dittmer has argued, a movement that grew from the aspirations and actions of “local people” taking control of their own destinies and winning their own freedom. In a work that draws upon the materials in The University of Southern Mississippi’s Center for Oral History and Cultural Heritage, Dittmer shows how the mobilization that led to Freedom Summer and the formation of the Mississippi Freedom Democratic Party developed organically from black Mississippians insistence upon claiming their human and citizenship rights. J. Todd Moye, also drawing heavily on materials in our collections, shows how the movement in Sunflower County, Mississippi—home to both arch segregationist, U. S. Senator James O. Eastland and iconic civil rights activist, Fannie Lou Hamer—grew from local activism nurtured by national leaders. Moye also explores the anti-civil rights movement, showing how whites mobilized to resist their black neighbors’ demands for dignity and freedom. White opponents of the equal rights were fond of blaming “outside agitators,” but Dittmer and Moye both show it was local people who agitated for and acted as the agents of their own freedom struggle.

As scholars have followed Dittmer’s lead, they have discovered how civil rights activism grew out of many local movements to interact with, and sometimes confront, national leaders. Local movements could be at odds with national strategies, particularly when it came to non-violence. Robert F. Williams, the North Carolina NAACP leader and author of *Negroes with Guns* (1962) was not the only activist to challenge Martin Luther King, Jr.’s philosophy of non-violence.⁶ In Mississippi towns like Tchula and Hattiesburg, activists like Hartman Turnbow and Vernon Dahmer advocated vigorous defense against state-backed and Klan-instigated terror. In Bogalusa, Louisiana and Port Gibson, Mississippi, black men formed mutual protection societies, the “Deacons of Defense,” to confront violence with strength.⁷

The Content and Significance of the Collection

Founded in 1971 in an effort to document the Mississippi Civil Rights Movement, The University of Southern Mississippi’s (Southern Miss’) Center for Oral History and Cultural Heritage has been interviewing and collecting interviews for 42 years. The Center’s holdings of nearly four thousand distinct interviews now comprise the largest existing collection of oral history holdings relating to the history of Mississippi and the Northern Gulf Coast region. The Center is one of the largest and most important archives of civil rights-related oral histories in the nation.

Since 1999, the Center has implemented, in cooperation with the Mississippi Humanities Council and the Mississippi Department of Archives and History, a state-funded oral history initiative: The Mississippi Oral History Project. Funded by the Mississippi State Legislature since 1999, the project has allowed the Center for Oral History and Cultural Heritage to interview, either directly or through grantee partners, some 2,200 individuals, thus documenting the broad expanse of the experiences of Mississippians over the course of the twentieth and now twenty-first centuries.

The most extensive component of these holdings relate to history of the Civil Rights Movement and African-American life. These interviews range from politicians to judges, from civil rights activists to members of the white opposition. The interviews cover such topics as efforts to desegregate public accommodations,

⁶ Timothy B. Tyson, *Radio Free Dixie: Robert F. Williams and the Roots of Black Power* (Chapel Hill: University of North Carolina Press, 2001).

⁷ Emilye Crosby, “You Got a Right to Defend Yourself”: Self-Defense and the Claiborne County, Mississippi Civil Rights Movement,” *International Journal of Africana Studies* 9:1 (Spring 2003):133-164 and Crosby, *A Little Taste of Freedom: The Black Freedom Struggle in Claiborne County, Mississippi* (Chapel Hill: University of North Carolina Press, 2005).

Freedom Summer, the Mississippi Freedom Democratic Party, voter registration, school desegregation, and the everyday reality of life during Jim Crow. One series of interviews documents the memories of Mississippi Highway Patrol officers who were responsible for much of the law enforcement at the time. Another series of interviews explores out-of-state residents who came into Mississippi in 1964 for Freedom Summer.

Interviews are with Mississippians who were movement leaders at the local level, including people such as Unita Blackwell from Mayersville and J.C. Fairley of Hattiesburg. Another series of interviews is with leaders in the school desegregation movement. Some of the collection's earliest interviews are with people who became nationally-recognized leaders in the movement, such as Fannie Lou Hamer, Lawrence Guyot and Amzie Moore. Others are with leading politicians such as former governors Ross Barnett and J.P. Coleman or members of the white resistance such as Citizens Council leader William J. Simmons, Ku Klux Klan leader E.L. McDaniel, and the Mississippi State Sovereignty Commission leader, Earl Johnston.

Recent collection efforts under the state-funded Mississippi Oral History Project have shifted to less well-known, but nonetheless critically important participants in civil rights activity that shed light on the development of black social and political institutions. For example, extensive interviews with Gilbert Mason and Felix Dunn, two African-American physicians, provide critical insight into the history of the Mississippi NAACP, segregated health care, and the Biloxi Beach Wade-In movement, a pioneering 1959 effort to integrate the beaches through non-violent protest. Palmer Foster, the first full-time black executive in Mississippi's Boy Scouting organization, explores the history of black scouting traditions and their roles in fostering later activism. Other collections illuminate the history of school desegregation in the 1970s, including the integration of teaching faculties—an often-overlooked component of school integration.

Larger themed projects have brought movement veterans together to recall their experiences. Interviews conducted at reunions at Rust College, Tougaloo College, Holmes County Union for Progress and in the cities of Gulfport, Holly Springs, and West Point reunited northern activists with their local, Mississippi counterparts, many for the first time since the 1960s. These interviews yield powerful stories. For example, Karin Kunstler Goldman, daughter of the distinguished civil rights attorney William Kunstler, vividly describes protest activity during her 1963 year as a student at Tougaloo College in one of the interviews slated for inclusion in this project.

An extensive series of interviews in Jones County explores the history of race relations and civil rights protest in a county that was the site of the Willie McGee execution in 1951, the last public execution in the state of Mississippi. Indeed, the Center holds in its collections an archival recording of the live radio broadcast of McGee's execution—audio that formed the foundation of an award-winning National Public Radio/Radio Diaries audio documentary on the execution.⁸ These interviews also shed light on Sam Bowers, the Klan leader who ordered the deadly attack on civil rights leader, Vernon Dahmer, as well as the extensive mixed-race communities in the county that figure prominently in Victoria Bynum's *The Free State of Jones* (2001).⁹

Other interviews document African-American labor organizing. Interviews conducted among railroad workers at the Illinois Central shops in 2003 at McComb, provide insight into the ways in which race structured hiring and work in the railroad industry. The extended interview with Donald Evans, long-time head of the International Longshoreman's Association, AFL-CIO Local 1303 in Gulfport, reveals an African-American organized labor tradition not usually acknowledged in the state. Another set of interviews documents the efforts of Robert Zellner—a movement veteran—and other union organizers to build a bi-racial pulpwood/timber cutters union in the late 1960s and early 1970s.

⁸Willie McGee and the Traveling Electric Chair, NPR broadcast, 5/7/2010; BBC World Service broadcast 6/2/2010. <http://www.radiodiaries.org/audiohistory/storypages/mcgee.html>;

⁹Victoria Bynum, *The Free State of Jones: Mississippi's Longest Civil War* (Chapel Hill: University of North Carolina Press, 2001).

Even though only a portion of the Center for Oral History and Cultural Heritage's civil rights collections have been easily accessible through digital means, they have supported a significant body of scholarship, including two Bancroft Prize-Winning monographs (McMillen's *Dark Journey: Mississippians in the Age of Jim Crow* and Dittmer's *Local People: The Struggle for Civil Rights in Mississippi*). A select bibliography of works that draw upon the Center's collections is presented in Appendix I.

The results of the Mississippi Oral History Project have been a rich harvest of oral histories from a state whose history embodies the most striking trends in the modern American experience. These audio documents need to be migrated from fragile analog tape to more robust digital formats so that they may be available to future generations. Furthermore, all of the audio is accessible only by making an on-site visit to Southern Miss' special collections. Making these audio interviews available to the scholarly and general public through the Civil Rights in Mississippi Digital Archive and the Mississippi Digital Library will lead to new discoveries about the Civil Rights movement, and encourage scholarship and teaching of the Movement and the history of Mississippi and the South, generally.

"Restoring the Human Voice to Oral History"¹⁰

A central feature of this proposal is to make the original audio recordings of oral histories accessible on the web via the Mississippi Digital Library. While transcriptions have been the traditional method for disseminating oral histories, we can now easily disseminate digitized audio recordings. By making the audio widely available—even when a transcript exists—we are bringing the listener as close as possible to the original interview.

History, Scope, and Duration of the Project

This project builds upon a long commitment by Southern Miss to preserve and disseminate archival materials relating to the history of the Mississippi Civil Rights Movement. In 1997, with funding from the state, Center for Oral History and Cultural Heritage staff oversaw the Civil Rights Documentation Project. This effort resulted in a comprehensive bibliography of then extant oral history and other primary sources relating to the history of the Mississippi Civil Rights Movement. While woefully outdated, the resulting website is still maintained by the Center for Oral History and Cultural Heritage and is still widely consulted (<http://www.usm.edu/crdp/>).

In 2002 the National Endowment for the Humanities Preservation and Access Program funded "The Civil Rights Era in Mississippi," a project that digitized and cataloged some 550 critical oral history interview and archival sound recordings housed at Southern Miss, Tougaloo College Archives, and the Mississippi Department of Archives and History.

As previously mentioned this project also draws heavily upon the active oral history collection efforts of the Mississippi Oral History Project, a state-funded initiative cooperatively administered by the Mississippi Department of Archives and History, the Mississippi Humanities Council and the Center for Oral History and Cultural Heritage.

In 1999, USM Libraries and the Center for Oral History and Cultural Heritage laid the foundations of the Civil Rights in Mississippi Digital Archive (<http://digilib.usm.edu/crmda.php>) in a collaboration that provided online access to more than 60 oral history transcripts related to the civil rights movement, such as those by civil rights leaders Charles Cobb, Charles Evers, Aaron Henry, and Hollis Watkins. This collection also includes oral histories of race-baiting governor Ross Barnett, national White Citizens Council leader

¹⁰Robert E. Warren, et al., "Restoring the Human Voice to Oral History: The Audio-Video Barn Website," *Oral History Review* 40:1 (2013): 107-125

William J. Simmons, and State Sovereignty head Erle Johnston. The award of an Institute of Museum and Library Services National Leadership Grant for 2002-2004 allowed us to provide access to 84 more oral histories, as well as more than 7,000 pages from USM's manuscript and photograph collections.

Finally, this project also relies on the Mississippi Digital Library (<http://www.msdl.org/>) to create an additional online access point for the interviews. The Mississippi Digital Library is the cooperative digital archival library infrastructure for the state. With funding awarded in 2003 by the Federal Institute of Museum and Library Services (ILMS grant No. LG-03-03-0096), the Mississippi Digital Library began as a partnership between The University of Southern Mississippi, Delta State University, the University of Mississippi, Tougaloo College, Jackson State University, and the Mississippi Department of Archives and History. The collaboration originally focused on materials associated with the civil rights era, and now provides access to primary source materials covering a wide range of subject areas from Mississippi museums, archives, libraries, and historical societies. It is administered by Southern Miss University Libraries (See Appendix II for screenshots). Most recently, University Libraries was awarded an NEH Preservation Assistance Grant (NEH grant No. PG-51924-13) to assess the preservation needs of the Mississippi Digital Library and draft a long-range plan for the care and preservation of these valuable digital assets.

In preparation for this NEH grant application, Center for Oral History and Cultural Heritage Director Louis Kyriakouides led staff through an inventory process, identifying all interviews relevant to the history of the Civil Rights Movement that were either in need of digital preservation and/or cataloged and posted to the Mississippi Digital Library. Each collection of interviews was reviewed and abstracted. The results of that effort are reported in the extensive table in Appendix III.

Methodology and Standards: In-Processing, Metadata, and Digital Rights Management

Audio recordings received at the Center are carefully processed and tracked from initial receipt to permanent accession into the Archives. Every interview recording received must have a Gift of Release Statement signed by the interviewee giving permission for the Center to process, archive, disseminate via the internet and other means, and make use of the interview for educational and scholarly purposes (See Appendix IV for examples).

Interview recordings received are logged into the Center's interview database. Metadata, including interviewee's name, location and date of interview, interviewer, project name, and full technical details of the digital audio file(s) of analog media are noted, including format, file size, length, and recording equipment. All Center-initiated projects record interviews in uncompressed BWAV format, the archival standard. The digital interview files are then uploaded to the Center's server for storage and long-term preservation. Working copies of interviews for transcription or other purposes are created from the master file as needed. A physical correspondence file folder is made for each project and each interviewee within a project. The gift statement, biography sheet, recording log, word list, and any other correspondence and collateral materials relating to the interview are kept in this folder in the University Archives.

Methodology and Standards: Long-Term Preservation

The Center for Oral History and Cultural Heritage adheres to the most current standards of digital recording and digital document preservation. Since the Center's founding in 1971, center staff have necessarily worked with a variety of recording and data storage formats as technology has changed. Early interviews were conducted on reel-to-reel tape. Cassette tapes predominated in the 1980s and 1990s. In the late-1990s, the Center moved to digital recording media, first with Digital Audio Tape (DAT) and shortly thereafter with fully-digital recorders. Indeed, the Center's sound lab contains a small museum of audio equipment, allowing staff to play nearly any tape or digital format.

Currently our field interviewing equipment consists of a supply of Marantz PDM660 and Tascam DR-07 digital recorders, which record in uncompressed WAV file formats at the accepted standard resolution of 96 kHz/24 bit.

Over the years, Center preservation practices have adapted and changed with advances in technology and changing best practices guidelines. Original preservation methods consisted of climate-controlled storage of analog, reel-to-reel, and cassette tape media. From 2000 until 2009, the Center relied on optical disks for long-term storage of born-digital and digitized files. In 2010, Center staff, in consultation with the University's head of archival collections, developed a new long-term preservation strategy, accepting the standards developed by the International Association of Sound and Audiovisual Archives as documented in their publications IASA-TC 03 and IASA-TC 04.¹¹

The Center's current preservation plan for digital materials involves two steps:

Step 1. All digital materials are stored on the Center for Oral History and Cultural Heritage's own local server [a Dell Precision PWS 690] in uncompressed, archival-standard formats. Preservation masters of archived audio are stored in uncompressed Broadcast WAV format at 96 kHz/24 bit resolution. Any photographs taken as part of the interview process are stored in uncompressed TIFF format. Preservation copies of transcripts are stored as PDF-A archival files, as well as printed on acid-free archival paper and stored in University Libraries' special collections.

Step 2. The server is backed up locally each day via backup software onto two redundant internal Samsung 3.5" 2 TB internal hard drives as a guard against primary hard drive failure. Additionally, the server is backed up daily to one of two Seagate 2TB Free Agent external drives, which are removed from the building each evening. All local backups are done automatically with backup software that checks the integrity of back up files through an automated CHECKSUM process.

Methodology and Standards: Long-Term Preservation-Civil Rights in Mississippi Digital Archive/Mississippi Digital Library

The Civil Rights in Mississippi Digital Archive and the Mississippi Digital Library are hosted on servers running RedHat Enterprise Linux 5 operating system. The system employs CONTENTdm digital management software. The backup solution utilized for the ContentDM servers is IBM Tivoli Storage Manager. The servers backup nightly to the storage server. Materials on the server are then copied to tape, which is in turn stored securely off site.

Methodology and Standards: Digitization of Analog Recordings

In digitizing analog media, the Center for Oral History employs state-of-the-art practices and equipment which meet or exceed the specifications outlined in IASA TC 04.

Equipment. The key component of our digitization station is the M-Audio Fast Track Pro USB AD stand-alone interface. Using a stand-alone unit precludes any possibility of RF field interference affecting the signal

¹¹IASA Technical Committee, *The Safeguarding of the Audio Heritage: Ethics, Principles and Preservation Strategy*, ed. by Dietrich Schüller. Version 3, 2005 (Standards, Recommended Practices and Strategies, IASA-TC 03). International Association of Sound and Audiovisual Archives. <http://www.iasa-web.org/tc03/ethics-principles-preservation-strategy>; IASA Technical Committee, *Guidelines on the Production and Preservation of Digital Audio Objects*, ed. by Kevin Bradley. Second edition 2009. (Standards, Recommended Practices and Strategies, IASA-TC 04). <http://www.iasa-web.org/tc04/audio-preservation>.

quality during the source recording capture. The Fast Track Pro has a signal-to-noise ratio of -103dB (A-weighted), dynamic range of 103dB (A-weighted), and a total harmonic distortion + noise of 0.005% (-86dB) @ -1dBFS, 1kHz. The frequency response of the unit is rated at 20Hz to 20kHz, +/- 0.3dB @ 48kHz sample rate. However, since we capture at a 96kHz sample rate, the frequency response is considerably higher. These equipment standards fall within guidelines outlined in IASA TC 04.

Our M-Audio interface feeds into our dedicated workstation, a Dell Optiplex 780 with Intel® Core™ 2 Duo E7500 with VT (2.93GHz, 3M, 1066MHz FSB). This workstation is connected by a local area network to our server, which is back up as described above.

A digital recording can only be as good as its analog source. With that basic truth in mind, The Center keeps and maintains a stable of analog workhorses in pristine condition. Reel-to-reel recordings are captured using an Akai GX-365D deck featuring a glass and x'tal ferrite head and GX focused field circuitry. We also have two Nagra 4.2 industry standard reel-to-reel decks.

Most of the Center's digital preservation focuses on audio cassettes. For cassette recordings, we use a Nakamichi CR-7D discrete 3-head, direct drive, double capstan, micro-processor controlled cassette deck with auto calibration azimuth fine-tuning.

Digital Audio Tape (DAT) recordings are played back for capture with a Tascam DA-P1. The software used in the process is an equally important consideration. The Center uses WaveLab 7.0 digital audio editing software. This package allows us to preserve the recordings at a resolution of 24 bits with a 96kHz sample rate in Broadcast WAV format. Broadcast WAV is has allowed the introduction of Metadata to the digital files.

Upon digitization, analog media are returned to University Libraries' Special Collections archive for long-term storage. Digitized analog media are not discarded.

Methodology and Standards: In-Processing of Interviews and Recording Logs

Historically, the Center for Oral History and Cultural Heritage, like many oral history programs, has maintained a significant commitment to transcription of audio interviews. In oral history's infancy, when audio playback equipment was scarce and expensive, transcripts were seen as a more permanent and durable replacement for fragile and expensive analog audio storage methods such as magnetic tape. Today, digital technology means that sound is transportable and easily disseminated via the web.¹² Hence, this proposal will make accessible the audio recording, and provide detailed recording logs that indicate time markers for major headings and key words, allowing the user to easily identify and listen to the relevant parts of the interview.

Recording logs will be text documents in durable PDF-A format and will be available with the audio in the item record. They serve as an index to the topics discussed in the interview. In one sense, this is a low-tech approach. We are very well aware of the emerging methods of audio tagging and audio indexing.¹³ These new technologies offer the promise of greater access to the contents of audio and video documents. However, our interest is primarily in long-term preservation and extensive public access. Software formats

¹² Oral History Association. The Principles and Best Practices for Oral History. Retrieved via the World Wide Web on June 26, 2013: <http://www.oralhistory.org/about/principles-and-practices/>.

¹³ There are a wide variety of web-based tools that allow for embedded audio tags, synchronization of transcript and audio, and dynamic audio clip searching. These technologies, however, are new and subject to technical obsolescence. For a promising example, see Doug Boyd, "OHMS [Oral History Metadata Synchronizer]: Enhancing Access to Oral History for Free," *Oral History Review* 40:1 (2013): 95-106.

become obsolete; new standards emerge. We have chosen a conservative approach, relying on durable standards so that these documents will be available for the foreseeable future.

Our handling of audio documents follows a two-step procedure:

Step 1. In-processing and rights management. Audio recordings received at the Center are carefully processed and tracked from initial receipt to permanent accession into the Archives. Every interview recording received must have a Gift of Release Statement (See Appendix IV for examples) signed by the interviewee giving permission for the Center to process, archive, disseminate, and make use of the interview for educational purposes. Interview recordings received are uploaded to the server and properly labeled with interviewee's name, interviewer's name, date of the interview, and project name, if applicable. A tracking sheet serves to document the status of the interview throughout the process of creating a recording log, cataloging, and publishing online, and to note any restrictions placed on the interview. After an MP3 working copy of the interview is saved on the server, the interview is ready for Recording Logging. A correspondence file folder is made for each project and each interviewee within a project and is categorized as "active" until the finished manuscript is deposited in Archives. The gift statement, biography sheet, draft recording log, word list, and any other collateral materials received from the interviewer/depositor are kept in the correspondence folder. Interview information is entered into the CONTENTdm database.

Step 2. Creation of Recording Logs, Indexes, and Word Lists. All interviewers working on Center for Oral History projects must submit a detailed recording log along with the audio recording. This draft recording log is saved on the server and serves as the basis upon which a final log with keywords is created. Upon completion, the recording log is saved on the server as a word processing file, and as a final PDF-A file, ready for uploading with the audio.

Methodology and Standards: Cataloging, Metadata, and Web Access

Staff from the Center for Oral History and Cultural Heritage and two University Libraries groups, Digital Collections and Bibliographic Services, will collaboratively prepare and catalog interview materials and load them into CONTENTdm digital content management software. The day-to-day work of metadata creation and file/item record upload will be accomplished by two graduate research assistants from USM's School of Library and Information Science following the guidelines described above. The research assistants will be trained and supervised by the USM Libraries Digitization Laboratory manager.

Metadata records adhere to national standards, and are based on the Dublin Core Metadata Initiative (DC) data element set. Other guidelines used for instructions in creation of metadata records include: *Describing Archives, A Content Standard* (DACS), *Archives, Personal Papers, and Manuscripts* (APPM), and *Anglo-American Cataloging Rules* (AACR2R). These guidelines are interpreted in a collaborative process that includes the Catalog Librarians in Bibliographic Services and personnel in Digital Collections at Southern Miss. Subject headings and Name Authority Records are taken from the Library of Congress Subject Headings and the National Authority File (NAF) whenever possible. Local authority records are created for names and subject headings used in the MDL but not addressed in the national resources. University Libraries' utilizes local standards for general materials codified in *Metadata Best Practices for Southern Miss Digital Collections* (<http://www.lib.usm.edu/techserv/metadata/bestpractices>). For this project, we will also make good use of and draw from the Library of Congress's audio metadata standards (AudioMD) for the technical metadata we will need to produce high-quality metadata records for this work (see <http://loc.gov/standards/amdvmd/>).

For civil rights materials, creation of metadata records is also informed by the *Civil Rights in Mississippi Thesaurus* (http://www.lib.usm.edu/techserv/cat/tools/crm_index), a product of the *Civil Rights in Mississippi Digital Archive*. Created to provide a standardized list of names and terms for use in metadata records of items

related to the civil rights movement in Mississippi, the majority of terms included in the thesaurus are Library of Congress Subject Headings or Name Authority Records. Those that are not LC are standardized for local use only and noted as such. Many new terms have been submitted to the Library of Congress through the Name Authority Cooperative (NACO) and the Subject Authority Cooperative (SACO) as a result of the *Civil Rights in Mississippi Thesaurus*, improving the representation of the African Americans and important civil rights figures in the national bibliographic vocabulary.

The University of Southern Mississippi has implemented Cisco Show and Share as our Webcasting and Video/Audio Sharing Application. This application helps campus organizations create highly secure video communities to share ideas and expertise. With Cisco Show and Share, we can optimize global collaboration through simple creation of videos and audio, serve existing video/audio out to consumers, and personalize connections between customers, employees and students through audio/video content.

Sustainability of Project Outcomes and Digital Content

Civil Rights materials comprise some of the most important and heavily used materials in Southern Miss' University Libraries' collections. The University has shown a strong institutional commitment to preserving and disseminating these materials. Institutional support for the project will continue after the funding period. Just as the project participants began portions of the effort prior to funding—including earlier transcription and digitization of oral histories and provision of access to those oral histories through the *Civil Rights in Mississippi Digital Archive* and the *Mississippi Digital Library*, both hosted by USM Digital Collections—there is also a commitment to continue development of these digital resources after the grant period has lapsed. In addition to incorporating additional materials from the Center for Oral History and Cultural Heritage and the University Libraries in all three resources, the *Mississippi Digital Library* increases the potential of cooperative civil rights projects by drawing together the most significant resources on race relations in the state's libraries, archives, museums, and other cultural heritage institutions.

The grant's records will be maintained in the University Technology and Data Center (UTDC), a highly secure Tier II+ data center with over 2,100 square feet of raised floor space. This site offers completely redundant power, environmental, and networking systems. The UTDC has an emergency run time at 100% capacity of 12 minutes on UPS battery, during which time twin diesel generators come-online providing 8-12 days of service with refueling. Additionally, natural gas lines are available to the generators and can further extend the run-time without refueling. The UTDC also maintains physical security through two-factor authentication for entry, man-traps, and 24/7 video monitoring of all floor space, entryway exteriors, cooling systems and generators. The grant files are backed up locally each day and replicated to a Disaster Recovery facility located beyond a 50-mile radius.

The UTDC hosts an array of video and audio management technologies built upon the Cisco MXE 3500 Video Engine and Show & Show Internet Portal. This appliance provides a diverse range of video capture, transformation and sharing abilities. Additionally, these appliances integrate with the University's Storage Area Network for secure and complete data storage and retention. More info on the Southern Miss technology and data center may be found at <http://www.usm.edu/cio/university-technology-and-data-center>.

Dissemination

The Civil Rights in Mississippi Digital Archive and the Mississippi Digital Library are free resources, open to all with access to a computer and internet connection. Mississippi Oral History Project audio interviews will be available on the library's site as they are uploaded. Each item record will have extensive metadata. Additionally, both sites allow for complex keyword searching so that unique phrases or descriptors may be retrieved in the interviews.

The Civil Rights in Mississippi Digital Archive is a comprehensive gateway for Mississippi's Civil Rights history, containing research guides and other resource enhancements that will allow users to put the oral histories in broader historical context. Since the Mississippi Digital Library is a cooperative enterprise linking many Mississippi institutions, including other universities and public libraries in the state, the oral history transcripts will benefit from being part of a larger digital gateway, thus increasing traffic to the materials.

Additionally, each oral history interview processed through this grant and added to the online archives will also be made available through the University Libraries' general catalog, and thus be discoverable by users searching through the library digital catalog, internet search engines, and WorldCat. Bibliographic records in MARC format will conform to the new descriptive cataloging standard, Resource Description and Access (RDA).

Since metadata from the Civil Rights in Mississippi Digital Archive is harvested by the Civil Rights Digital Library led by the Digital Library of Georgia (<http://crdl.usg.edu/?Welcome&>), materials from this project will be accessible through this portal as well. From their website:

The *Civil Rights Digital Library* promotes an enhanced understanding of the Movement by helping users discover primary sources and other educational materials from libraries, archives, museums, public broadcasters, and others on a national scale. The CRDL features a collection of unedited news film from the WSB (Atlanta) and WALB (Albany, Ga.) television archives held by the Walter J. Brown Media Archives and Peabody Awards Collection at the University of Georgia Libraries. The CRDL provides educator resources and contextual materials, including Freedom on Film, relating instructive stories and discussion questions from the Civil Rights Movement in Georgia, and the New Georgia Encyclopedia, delivering engaging online articles and multimedia.

CRDL is a partnership among librarians, technologists, archivists, educators, scholars, academic publishers, and public broadcasters. The initiative receives support through a National Leadership Grant for Libraries awarded to the University of Georgia by the Institute of Museum and Library Services.

The population of potential users for this Mississippi oral history project is large. Scholarly users include specialists in southern and social history, African-American studies, social movements, politics, and folklore. Librarians, collegiate and public school teachers, students, and the general public also comprise the user base for this project. Therefore, we will cast a wide net in disseminating information about this project and informing potential user communities.

A critical component of dissemination of our completed project will be to update our listing with the Library of Congress' *Civil Rights History Project* (<http://www.loc.gov/folklife/civilrights/index.html>), a national clearinghouse for historical materials relating to the movement.¹⁴

We will promote the Mississippi Civil Rights Oral History Digital Archive through updates and postings on email lists used by scholars and librarians in the field such as H-1960s (History and Legacy of the 1960s), H-Afro-Am (African-American studies), H-HisBiblio (History bibliographers), H-South (Southern History), and other relevant scholarly lists.

¹⁴Timothy Lloyd, "The Civil Rights Oral History Survey Project" *Oral History Review* 40:1 (Spring 2013): 50-53.

We will inform professional librarians through announcements placed with the American Library Association, Society of American Archivists, Society of Mississippi Archivists, Mississippi Library Association, and Southeastern Library Association. These organizations reach both scholarly and public library staff.

Presentations at professional meetings and announcements in the publications of the Oral History Association, the Southern Historical Association, the Mississippi Historical Society (<http://mshistorynow.mdah.state.ms.us/>) and the Mississippi Civil Rights Veterans (<http://www.ms civilrights veterans.com/>) will further inform interested user groups. Announcements will be placed in College and Research Library News, the Journal of Mississippi History, and other appropriate journals.

In the 2011-12 academic year, Mississippi implemented a mandatory Civil Rights curriculum for all K-12 public school students. This project will significantly support that educational effort, especially for middle and high school-aged students. Thus, we will work through the state department of public instruction and the Mississippi Association of Educators to reach out to public school teachers and inform them of this resource.

Finally, Southern Miss' public relations office will issue press releases announcing the project to the general public.

Work Plan and Timeline

The proposed work plan involves three areas of activity: digitization of analog media, creation of recording logs for those that are currently un-transcribed, and cataloging and uploading to the University Libraries' and Mississippi Digital Library to be accomplished sequentially over the course of twenty-four months, beginning May 01, 2014.

The work plan is based upon work-rates of approximately 30-35 hours for the complete process, as described above, including audio digitization, creation of recording logs, cataloging, metadata, file preparation and upload. Additional time for training, record-keeping, and data management fill out the work time, yielding the quarterly benchmarks in the Project Management chart, below.

Project Management Chart

Tasks and Cumulative Quantitative Benchmarks	Supervisor(s)
Project Begins, 5/1/2014. <ul style="list-style-type: none">• Graduate assistant begin work on creating recording logs for interviews lacking transcriptions• Audio technician begins digitizing analog media.• Digital Cataloging graduate assistant begin preparing completed tape logs for cataloging and uploading to online archive.• Cataloging of items for upload begins.• Items are uploaded and made public.	Louis Kyriakoudes, project director and Center for Oral History director; Lisa Jones, head of library technology services and head of digitization lab; Linda Ginn, catalog librarian and head of general collections cataloging and metadata.
First Quarter Benchmarks (by July 31, 2014): 40 analog media digitized 21 recording logs completed 60 interviews uploaded	Louis Kyriakoudes, project director and Center for Oral History director; Lisa Jones, head of library technology services and head of digitization lab; Linda Ginn,

	catalog librarian and head of general collections cataloging and metadata.
<p>Second Quarter Benchmarks (by Oct 31, 2014): 80 analog media digitized 42 recording logs completed 120 interviews uploaded</p>	Louis Kyriakoudes, project director and Center for Oral History director; Lisa Jones, head of library technology services and head of digitization lab; Linda Ginn, catalog librarian and head of general collections cataloging and metadata.
<p>Third Quarter Benchmarks (by Jan 31, 2015): 120 analog media digitized 63 recording logs completed 180 interviews uploaded to server</p>	Louis Kyriakoudes, project director and Center for Oral History director; Lisa Jones, head of library technology services and head of digitization lab; Linda Ginn, catalog librarian and head of general collections cataloging and metadata.
<p>Fourth Quarter Benchmarks (by April 30, 2015): 160 analog media digitized 84 recording logs completed 240 interviews uploaded to MS Digital Library</p>	Louis Kyriakoudes, project director and Center for Oral History director; Lisa Jones, head of library technology services and head of digitization lab; Linda Ginn, catalog librarian and head of general collections cataloging and metadata.
<p>YEAR TWO</p> <p>First Quarter Benchmarks (by July 31, 2015): 200 analog media digitized 105 recording logs completed 300 interviews uploaded to server</p>	Louis Kyriakoudes, project director and Center for Oral History director; Lisa Jones, head of library technology services and head of digitization lab; Linda Ginn, catalog librarian and head of general collections cataloging and metadata.
<p>Second Quarter Benchmarks (by Oct 31, 2015): 240 analog media digitized 127 recording logs completed 360 interviews uploaded to server</p>	Louis Kyriakoudes, project director and Center for Oral History director; Lisa Jones, head of library technology services and head of digitization lab; Linda Ginn, catalog librarian and head of general collections cataloging and metadata.
<p>Third Quarter Benchmarks (by Jan 31, 2016): 280 analog media digitized</p>	Louis Kyriakoudes, project director and Center for Oral History director; Lisa Jones,

<p>149 recording logs completed 420 interviews uploaded to server</p>	<p>head of library technology services and head of digitization lab; Linda Ginn, catalog librarian and head of general collections cataloging and metadata.</p>
<p>Fourth Quarter Benchmarks (by April 30, 2016): 320 analog media digitized 172 recording logs completed 483 interviews uploaded to server</p> <p>PROJECT COMPLETED; Final Report Submitted by September 1, 2016.</p>	<p>Louis Kyriakoudes, project director and Center for Oral History director; Lisa Jones, head of library technology services and head of digitization lab; Linda Ginn, catalog librarian and head of general collections cataloging and metadata.</p>

Project Staff

Louis M. Kyriakoudes, Ph.D. Project Director. Director of the Center for Oral History and Cultural Heritage and Associate Professor of History. Dr. Kyriakoudes is a widely recognized expert in the social history of the 19th and 20th Century American South and a well-regarded oral historian who has served as principal investigator on numerous major grants, including most recently, a large oral history of marine harvesters affected by the Deepwater Horizon Industrial-Environmental Disaster (2011-2012), funded by the National Marine Fisheries Service. Dr. Kyriakoudes will be responsible for the daily management of the project, including overseeing the technical aspects of digitization, creation of recording logs, interfacing with University Libraries’ staff, budget management, and reporting.

Lisa Jones, BA. Director, Technical Services and Digital Collections, The University of Southern Mississippi, University Libraries and Director, Mississippi Digital Libraries. Jones ***will oversee the services of University Libraries’ staff regarding the uploading of interview audio, recording logs and/or transcripts to the online sites.***

Linda Ginn, M.L.I.S. Head, General Collections Cataloging and Metadata Unit/Associate Professor, University Libraries, University of Southern Mississippi. Ms. Ginn is currently responsible for enhancement of basic metadata for digital collections, focusing on title, subject analysis, and description. She is an active participant in the development of best practices standards for metadata entry and ***will oversee the graduate assistants and all metadata compilation and MARC cataloging in this project.***

Arthur Ross Walton BA. Audio Technician. Walton operates the Center’s audio digitization lab. Skilled in many types of audio equipment, Walton has over fifteen years of practical experience as an audio technician and has worked at the Center for Oral History since 2007. His duties will be to digitize analog media using accepted archival standards and to maintain digitization and in-processing logs to document all phases of the process. Assist in uploading items records to CONTENTdm server database.