

## Maine Digital Newspaper Project Grant Application

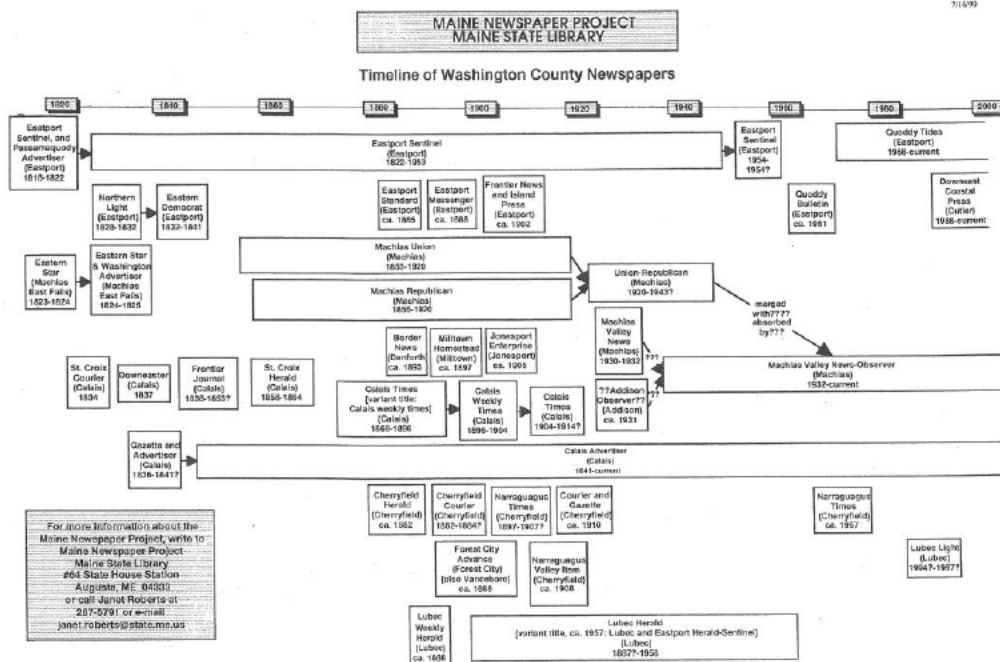
## A History of Newspaper Publishing in Maine

The history of the early press in Maine is marked by a decided lack of stability. Publishers often started a newspaper, formed a partnership, and then moved on to begin another paper. Some of the papers endured, but few in their original form; many disappeared after several years.

Almost one hundred years after New England's first newspaper, the first paper in the District of Maine appeared in 1785. It was printed in Falmouth, which then encompassed an area including present-day Portland, now the largest city in the state. Known as the *Falmouth Gazette*, the paper was published by two men, Thomas Baker Wait and Benjamin Titcomb, both of whom had learned the newspaper trade in Massachusetts. Titcomb soon retired, and for the next five years, Wait had the only printing office in the state, during which time the newspaper underwent several name changes. In the fall of 1790, competition arose from another Portland newspaper, the *Gazette of Maine*, but by 1796, the two newspapers had consolidated under a new owner, John Baker. He met with difficulty obtaining both news and supplies from the rest of the country, and abandoned the paper to his partner in 1800. It lasted until 1804. By the time Maine achieved statehood in 1820, nine weekly papers were being published in Maine, one each in Bangor, Bath, Brunswick, Castine, Eastport, Kennebunk and Portland. Hallowell was the only town with two papers at that time. Ten of Maine's counties had published at least one newspaper. Maine's first daily came out in 1832, and Aroostook County, the last of the sixteen counties to publish a paper, put out its first in 1857, when much of its land was still wilderness.

Throughout the second half of the 19th century, newspapers in Maine proliferated. As the population spread inland, the press followed. The development of the pulpwood paper process in 1860s made newsprint inexpensive. This was particularly true in Maine where the production of newsprint quickly became a major industry. By 1870, there were over seventy active papers in the state informing a population of 600,000 people. The circulation of the dailies was 9,000; of the tri-weeklies, 300; and of the weeklies, 141,000. Fluidity was the norm, as papers began over specific political issues, faded or

grew with political parties, and merged and separated due to economics and/or politics. In his [\*History of the Press of Maine\*](#) (1872), Joseph Griffin estimated that one third of the periodicals were devoted to "moral, religious, literary, or scientific matter." With a decline in Maine's population by the end of the 19th century and the increasing professionalism of the newspaper trade, the number of papers in Maine decreased slightly and papers were more likely to deliver news than to reflect the personal viewpoints of earlier years. In 1922, there were ten dailies, two tri-weeklies, one semiweekly, and forty-eight weeklies in the state. Fifty-three of Maine towns had a paper, including fourteen of the sixteen county seats.



This flowchart is one demonstration the complexity of Maine newspaper publishing history. Washington County, traditionally one of the least densely populated counties in the state, had nearly twenty-five separate newspapers during the time period. The majority of the papers were based along the coast line. Primary industries of the County included shipping, ship building, blueberry cultivation, ice harvesting, forestry and fishing. Disputes and cooperation between Maine and Canada were and remain among the major news topics. It is interesting to note that the primary weekly paper currently

serving Washington County is published in St. Stephen, New Brunswick, Canada.

Flowcharts from other Maine regions may be found at Appendix 1

## Historical Significance of Maines' Newspapers

As the history of Maine newspaper publishing shows the newspapers placed great emphasis on local events and topics. But this emphasis in newspaper publishing only serves to illustrate the pivotal role in national and international news creation played by Maine.

Despite the end of the American Revolution in 1789 and the War of 1812 in 1815, the definitive Eastern border between the United States and Canada was not settled until the Webster Ashburton Treaty of 1842. Armed and unarmed border skirmishes between residents of Aroostook County, Maine and the Canadian provinces of Quebec and New Brunswick were commonly reported. The "Bloodless Aroostook War" as the conflict was known led to the building of roads and forts in the Northern Maine woods. Access to digital copies of newspapers from this period will supplement the original North East Boundary Dispute (NEBD) Documents which reside at the State Library. These documents include handwritten copies of original minutes of the meetings which led to the Treaty and hand-drawn and colored maps of the border. A proposals to have the NEBD collection digitized is being submitted to the National Historical Publications and Records Commission for the June 2016 Access to Historical Records Grant.

As a Missouri Compromise State, Maine entered the Union as an abolitionist state..

Harriet Beecher Stowe wrote *Uncle Tom's Cabin* while living Brunswick, Maine.

According to legend, Abraham Lincoln greeted Harriet Beecher Stowe in 1862 by saying "So you're the little woman who wrote the book that started this great war." Whether the story is true or not, the sentiment underscores the public connection between *Uncle Tom's Cabin* and the Civil War.<sup>1</sup>

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<sup>1</sup> <https://www.harrietbeecherstowecenter.org/utc/impact.shtml>

Many newspapers of the era were strongly abolitionist in their editorial policy. The *Journal of Reform*, 1836-1837 was the first newspaper in the state which focused specifically on the anti-slavery movement.

President Lincoln's first Vice President, was Hannibal Hamlin of Bangor. As Maine was the first state in the Northeast to embrace the Republican Party, the Lincoln-Hamlin ticket made sense in terms of regional balance. Hamlin, was also a strong orator, and a known opponent of slavery. His service in both the United States Senate and House of Representative made him an excellent running mate for Lincoln. Maine was the first state to respond to the call for volunteers announced by President Lincoln in 1861. The impact of the Battle of Gettysburg especially resonated with the newspapers of Maine. It was the boys of the Maine 16<sup>th</sup> who held the line on the first day of battle allowing the rest of the Union troops to assemble. Future Maine Governor Joshua Chamberlain led the 20<sup>th</sup> Maine in the charge at Little Round Top. Meetings of members of the Grand Army of the Republic continued to be reported well into the 20<sup>th</sup> Century.

Maine's interest in the national movement towards prohibition was also strong. In 1851 Maine was the first state to pass a law banning the manufacture and sale of liquor. The Portland Rum Riot of 1855 was one consequence of that law. Neal Dow (1804-1897), nicknamed the "Napoleon of Temperance" and the "Father of Prohibition" was mayor of Portland, Maine and the Prohibition Party's candidate for governor in 1880. Of special note is the newspaper known variously as the Maine Temperance Herald/Union/Gazette/Journal/Washingtonian Journal/Cold Water Gazette. Despite facing financial struggles it continued to be published moving from Augusta, to Portland and eventually to Gardiner.

Land conservation and the appreciation of the natural beauty of the wilderness is another topic that runs through Maine history. Beginning in 1847, Henry David Thoreau made three trips to the mostly unexplored Maine woods. Future president Theodore Roosevelt explored Maine as a young man in 1878. Mount Desert Island was summer home to many of America's financial elite. The work to found Acadia National Park by John D. Rockefeller and George Dorr began long before the park was officially established in 1916. Papers in located in Bar Harbor the fashionable resort located on Mount Desert Island chronicled the life styles of the rich and famous who summered



there. Maine hunting camps catered to New York and Boston businessmen looking for a place to return to nature. Newspapers such as *The Maine Woods*, *The Maine Farmer* and *The Maine Woodsman* all celebrated the agrarian life.

“As Maine Goes so Goes the Nation,” another popular phrase was based on the fact Maine's September election of a governor predicted the party outcome of the November presidential election in 19 out of the 26 presidential election years from 1832 to 1932: the influence of Maine's politically partisan newspapers extended beyond the state's borders. Obviously there was no cause and effect relationship between Maine's governor's party and the national election but the topics that drove local elections were often reflected in the national ones.

Maine's close relationship with Maritime Canada dates back as far as the Acadian Expulsion of the mid-18<sup>th</sup> century. One impact of this relationship is the strong presence of Franco-Americans in Maine, particularly in the Lewiston Auburn area. *Le Messager*, a French language newspaper, was published there from 1880 to 1986. Franco-American remains a dominant ethnic identity in Maine. Cultural and research centers devoted to this group exist in In Lewiston, Orono, Fort Kent, Portland and other locations.

For further information on the history of newspaper publishing in Maine the following resources:

*A History of Newspapers in the District of Maine, 1785-1820* (Fassett, Jr.),

*American Newspapers, 1821-1936* (Gregory, ed.)

*History of the Press of Maine* (Griffin, 1872)

*The History of Current Maine Newspapers* (Miller, 1978)

## **Inventory of Maine Newspapers on Microfilm**

During the Maine Newspaper Holding Inventory project of the late 1990s more than 340 distinct newspapers were identified from the holdings of over 50 collecting institutions. In some cases the titles varied only by frequency or place of publication.

The 1990s project included this summation of the status of microfilm masters:

Most preservation microfilming in Maine has been done piecemeal and without an overall plan to minimize duplication and guarantee the preservation of Maine's most important papers. Individual institutions have proceeded with some microfilming, afraid that any state-wide effort would come too late for many of the newspapers. Many of the

papers have been microfilmed, but it is not clear how many of the papers have complete runs.<sup>2</sup>

In preparation for this grant application, during the summer of 2015, staff at the Maine State Library (MSL) made a concerted effort to identify where master microfilm for Maine newspapers actually resided. Appendix 2 contains a list of titles identified for consideration. Approximately 25% of the time of the MSL Digital and Special Collections Coordinator was spent analyzing existing lists of microfilm; traveling to libraries, historical societies and county courthouses; and contacting other holders of microfilm. The primary resource used was the [1998 newspaper inventory document](#). Other lists, including the defunct Maine Union List of Serials and the statewide catalog [MaineCat](#), were also consulted. While efforts were made during the earlier surveys to distinctly identify master microfilm it is not clear that all microfilm listed as master in the inventory meets the requirements of this project. In some cases previously identified microfilm no longer existed. In other cases organizations which held the microfilm were in the process of deciding the future of their collections when approached. The Lincoln County Courthouse staff was delighted to discover that the State Library would be willing to take the microfilm in their collection to not only digitize but to maintain permanently. It is State Library Policy to provide last resort storage for Maine publications. For the most part the local collections remained intact; scattered across the state. The location of microfilm masters for over eighty titles has been verified. They reside in at least a dozen locations both within and without Maine. The single largest holding of master microfilm of newspapers published in Maine between 1836 and 1922 is at the Center for Research Libraries (CRL) in Chicago, IL. CRL has notified us that while they are pleased to participate there are conditions we must meet:

In planning the project, however, please bear in mind that making the CRL materials available for digitization would require CRL to incur costs, direct and indirect, that would have to be compensated. Those costs include duplication of negatives, preparation and shipping, and perhaps production of metadata and bibliographic data. Moreover, as a matter of due diligence on behalf of our members, any digital assets

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<sup>2</sup> Keating, Ben. Maine Newspaper Project NEH Application 1993

generated by the project from CRL materials, including master and production scans and metadata, would have to be made available to CRL as a condition of use of the materials.<sup>3</sup>

The benefit of having the digital files mirrored at CRL more than justifies these added costs.

Because the microfilm is so geographically scattered, it has not been assessed for quality and suitability for digitizing. Assessment will run parallel with selecting titles for inclusion in the project. In addition, the State Library does not currently employ an expert in microfilm standards. The first step of implementing the project in Maine will be to hire a project manager with the experience and training needed to make these evaluations. Appendix 3 contains a detailed job description based on similar positions at libraries which have already received this grant.

During the last few years a number of Maine communities have created digital repositories of their newspapers. Surprisingly few of them overlap with identified microfilm masters. The quality of the locally produced projects varies widely: in most cases creating digital files to Library of Congress standards will result in higher quality, more accessible files. Additionally many of the locally produced digital newspapers live on local servers with inadequate back up and dissemination. In some cases these projects were done by local vendors using either bound, print issues or locally owned microfilm. A few papers have been done by major commercial database providers including Lexis Nexis, Gale Cengage and Readex. Most of the papers digitized by commercial entities are not freely available to the public. Determining quality and access of these digital files will also be part of the work of the board and project manager. A list of the newspapers available in digital format is in Appendix 4.

## Maine State Library Digital Experience

MSL has, over the last five years, made a concerted effort to become a major force in the digitization and storage of Maine's cultural heritage. With the assistance of grant funding MSL has created a dynamic scanning lab with book scanners and a variety of

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<sup>3</sup> James Simon Vice President, Collections and Services Center for Research Libraries Sept. 14, 2015

flatbed and document feeder scanners. As of January 2015 the Maine State Library owns (3) Zeutschel 12002 Advance Plus Book Scanners, (1) BookEye 4 Book Scanner and (1) Kodak Alaris i4200 Plus Document Scanner as part of our professional lab. In addition the library has a public Maker Space with four document scanners and equipment for transforming VHS, LP and slides into digital formats. Finally, the Library has partnered with the State Archives to purchase a Digital Transitions DTRcam reprographic camera and has created a proposal to purchase microfilm to digital equipment.

In 2012, the library contracted with BePress Digital Commons to host state documents and MSL special collections. The product was chosen in conjunction with the other members of the Maine Larger Libraries Group. The original intent of this digital repository was to house documents created by and for the state of Maine. As additional storage space was made available MSL rebranded the repository as Digital Maine.

<http://digitalmaine.com/>. It now includes special collection materials not only owned by the State Library but also owned by municipalities, historical societies, libraries and museums across Maine. As of January 1, 2016, the total repository size was 15,688 items including Audio/Video files: 369 Full texts (books, publications, letters): 5,028 Images: 8,530 Maps: 1,761. Digital Maine is a fully searchable, Google optimized repository. In addition to forty-five state agencies there are currently 18 community partners adding material to the repository. As part of the initiative to include historical societies and museums MSL joined the Maine Archives and Museum Association. Working with these partners has opened doors to finding hidden caches of newspaper microfilm. It has also reinforced the State Library's role as a convener of like-minded institutions in the State.

Included in Digital Maine is the [Maine Writer's Correspondence Project](#). Beginning in 1922, MSL contacted writers of fiction, non-fiction, poetry and essays to build a collection of material by Maine writers. The definition of Maine writer was deliberately broad. Individuals born in Maine, summer residents of Maine, and faculty members at local colleges and universities were all included. This project covers communications between the State Library and the writers. Over 600 writers are currently included in this collection; approximately 400 are still in process. Metadata was provided by a cataloger



contracted for the project. Digitization was actually carried out by [Northern Micrographics](#). Administrative supervision was provided by the MSL Digital and Special Collections Supervisor who will also oversee the Maine Digital Newspaper Project. In 2015 there were over 2,500 downloads of material from these files. Readers were from all parts of the globe. Discovery of the correspondence of poet and artist Marsden Hartley led to a request from a scholar to digitize further documents in our collection. Regular evaluations of the quality of the project have been made.

The growth of Digital Maine and the relationship of the State Library with the other key digital repositories in Maine led to MSL being chosen to serve as the Maine Service Hub for the Digital Public Library of America. DPLA recently announced that access to newspapers was one of the current organizational goals. The existing partnership between DPLA and the Maine State Library will enhance our ability to make the newspapers processed during the NDNP even more accessible to the general public. Three of the larger organizations participating in this project have each provided unique challenges. Maintaining clear lines of communication has been imperative as we addressed the challenges.. As a result, we are on track to be live in DPLA by the spring of 2016.

## Maine Library Cooperation

Maine has a long history of cooperation across library types. The libraries involved in creating the 1961 report [Cooperation Among Maine Libraries](#) are still actively engaged in working together to address the needs of library patrons in Maine.

The group includes:

[Maine State Library](#)

[Fogler Library University of Maine](#)

[Ladd Library Bates College](#)

[Bangor Public Library](#)

[Portland Public Library](#)

[Colby College Library](#)

[Bowdoin College Library](#)

[Ketchum Library University of New England](#)

[University of Southern Maine Library](#)

Projects include:

[MaineCat](#): Statewide Catalog combines and links more than 100 library collections contained in 10 large online library systems. A single search scans more than 4.6 million unique titles and nearly 8.9 million items.

[Download Library](#): provides online access to downloadable audio books through OverDrive. Patrons from member libraries are able to checkout ebooks and downloadable digital audiobooks for free, 24/7, from a shared collection

[MaineInfonet](#): a collaborative of academic, public, school, and special libraries that provides leadership in resource sharing, promotes cost effective solutions for quality library information services, and supports the cultural, educational, and economic development of Maine.

## NEWSPAPER SELECTION PLAN

A 12 member advisory board consisting of historians, archivists, librarians and the Preceptor of the Journalism Department at the University of Maine will select newspapers for digitization.

### Advisory Board Members

- Honorable Eric Jorgensen, Member of the Maine Legislature
  - Jorgensen has 25 years of experience as an administrator in Maine's educational and cultural sector. Since joining the Legislature, he has been working in that field as a consultant and serving on the boards of several non-profit organizations. He was previously the executive director of the Maine Humanities Council, a statewide educational organization and Maine's affiliate of the federal National Endowment for the Humanities. He has also served as director of the Brunswick-based Pejepscot Historical Society.
- Earle Shettleworth, State Historian
  - Shettleworth's elected and appointed positions include president of the Maine Historical Society (1977-79), president of the New England Chapter, Society of Architectural Historians (1995-98), chair of the State House and Capitol Park Commission (1988- ), chair of the Capitol Planning Commission (1998- ), and chair of the Blaine House Commission (2004- ). He served on the Maine Lighthouse Selection Committee in 1997-98 and the State Facilities Master Plan Commission in 1999.
- James Ritter, State Librarian
  - Ritter is currently the Maine State Librarian. As the Maine State Librarian, Ritter is the chief administrator of the Maine State Library and works to ensure the agency fulfills its mission to advance and promote library services and collection

resources for all of Maine, as well as extend the library's services relating to emerging technologies and research & development initiatives. Before pursuing a career in libraries, Mr. Ritter worked at both MBNA and Camden National Bank. He has a bachelor degree from the University of Delaware and a Master's degree in Library and Information Science from Drexel University.

- Tammy Marks, Director Maine State Archives
  - Marks has worked in state government for more than 17 years. She began at the Department of Public Safety in the State Bureau of Identification, where she helped to implement automated records management of criminal history records. From there, she moved on to the Office of Information Technology for the Maine State Police (before OIT was consolidated) and was instrumental in executing the installation of laptops in police cruisers. Marks then went on to Vital Records where she was a system administrator for records management. She has been the Director of the Maine State Archives for almost five years. Tammy is currently a board member of the Maine Archives and Museum, and sits on the Programs Committee.
- Jamie Kingman Rice, Director of Library Service Maine Historical Society
  - Rice currently serves at the Director of Library Services at the Maine Historical Society. Prior to such she worked as the Society's research librarian and project archivist for ten years. Ms. Rice areas of expertise include collections management, archival appraisal, information literacy, research and public services. Past work includes project coordinator for the Society's library renovation project 2007 to 2009, programming committee and communications taskforce for New England Archivists, and consultant for Greater Portland Landmarks, as well as numerous other historical organizations and private collections throughout the state of Maine. Ms. Rice is also a published bibliographer, and directs the Society's publication program.
- Joshua M. Roiland, Ph.D. Assistant Professor + CLAS Honors Preceptor of Journalism Dept. of Communication and Journalism + Honors College University of Maine
  - Roiland is a cultural historian of the American news media, he researches and teaches on the political significance of literary journalism, the relationship between journalism and democratic processes, depictions of the press in popular culture, and the future of news production and consumption in the digital age
- John Barden, Director, Maine State Law and Legislative Reference Library Maine State Legislature
  - Barden has served as Director of the Law and Legislative Reference Library/State Law Librarian since 2008. Prior to joining law librarianship he was engaged in historic site and historical museum research. He has worked for or consulted with the Colonial Williamsburg Foundation, Oatlands Plantation, Tryon Palace Historic Sites and Gardens, and Monticello. In addition to advanced degrees in librarianship and law, he holds M.A. and Ph.D. degrees in early American history.

- Richard Hollinger, Head of Special Collections, Fogler Library University of Maine
  - Hollinger has more than 25 years' experience as an administrator of historical collections, and has been in his current position, Head of Special Collections at Fogler Library, for 15 years. He has directly overseen a number of digitization projects, such as one documenting the history of Maine Fisheries, and has participated in state-wide initiatives, such as the Windows on Maine Project. He teaches Digital Curation and Digital Preservation in the University of Maine's Digital Curation certificate program.
- Patricia Burdick, Assistant Director for Special Collections Colby College
  - Burdick has served as Special Collections Librarian, now Assistant Director for Special Collections, at Colby College since 2001, overseeing all aspects of collections care and expanding the repository's robust archives education program. Previous archival positions were held at Northeast Historic Film and Fogler Library at the University of Maine, Orono. Current and past professional appointments include board memberships at Maine Archives and Museums, Maine Library Association, Maine Historical Records Advisory Board, Northeast Document Conservation Center, the Skowhegan History House and Maine Public Broadcasting. Completing her MLS degree with an archival concentration in 1992 at Simmons College, she remains an active archival consultant, completing site visits around the state.
- Peggy O'Kane, Grant Administrator, Maine State Library ex officio
  - O'Kane served in special, school and academic libraries before assuming the role of Coordinator of Reference and Public Services at the Maine State Library in 2008. She currently serves as Coordinator of Special and Digital Collections. O'Kane is also responsible for managing special projects and the State Library social media presence

## **Selection Criteria**

The board will meet in April, 2017 to make its selection. Prior to the meeting, project staff will prepare a list of candidates for digitization. The list will include information about each title, including:

- Temporal coverage
- Geographic coverage
- Editorial stance
- Circulation size
- Audience
- Publication schedule

Board members will be provided with the list described and a timeline of significant events that occurred in Maine between 1836 and 1922. They will also be given a review



form and instructions for ranking their choices. The instructions will mirror the guidelines set by the Library of Congress.

Considerations in ranking the papers will include:

- Newspaper titles that significantly reflect Maine's political, economic and cultural history.
- Emphasis on newspapers that were "papers of record"
- Coverage of statewide issues along with legal notices and announcements of community news and events, including births, deaths, and marriages.
- Papers in whose pages readers will find coverage of a variety of ethnic, racial, political, economic, cultural and religious groups.

To help in the selection process, members will be furnished with questions that they should consider when reviewing candidates for digitization. Questions will touch on the three intellectual content criteria set forth by the Library of Congress. Those questions are:

**Research Value**

- Is the newspaper a "paper of record" at the state or county level?
- Does the newspaper provide coverage of a variety of ethnic, racial, political, economic, cultural and religious groups?
- Does the newspaper have statewide or regional influence?

**Geographic Coverage**

- Does the newspaper feature stories from around the state?
- Does the newspaper feature stories from more than one county?

**Temporal coverage**

- Does the newspaper provide coverage from 1836 through 1922?
- Does the newspaper extend beyond 1836-1922?
- Does the publication run include gaps?

**Other questions to consider will include:**

- Has the newspaper ceased publication and does it lack active ownership?
- Does the newspaper provide statewide coverage of one of Maine's significant minority communities from 1836-1922?
- Has the newspaper already been digitized?

Board members will be asked to assign a ranking to each newspaper title. The priority scale for ranking is as follows:

- Highest priority for digitization: Newspaper title meets *all* intellectual selection criteria. Its absence from project would create a major gap in digitized Maine newspapers. Its inclusion furthers scholarship.

- High priority: Newspaper title meets *most* intellectual selection criteria. Its absence would be noticed. But scholars would be satisfied with other titles with similar coverage.
- Medium priority: Newspaper title meets *some* intellectual selection criteria. Its absence from project may not be noticed because other titles provide similar coverage.
- Low priority: Newspaper title meets *few* intellectual selection criteria. Its absence from project would not affect scholarship.
- Not recommended: Newspaper does not meet intellectual selection criteria.

The project manager will gather board members' rankings prior to the meeting. She/he will prepare a list of newspapers that received nominations as highest, high and medium priority and distribute that list to board members at the meeting. The list will not include titles that were low-priority or not recommended. It is expected that the number of papers among the other three rankings (highest priority digitization, high priority and medium priority) will produce a sufficiently large pool from which the board can choose. Through their discussions, board members will produce a list of titles comprising approximately 200 reels of microfilm. The list will include more reels than can be digitized over the two-year period of the grant. The greater number will provide project staff with clear guidance on reels that may be substituted should higher-ranking reels prove of insufficient technical quality for digitization.

## Vendor Selection

The Maine Digital Newspaper Project will primarily rely on a vendor to scan microfilm, create the derivative files, perform OCR and encode metadata. Maine state law requires selection of the vendor through the Request for Proposal (RFP) process. Consequently, a vendor cannot be chosen until after the Maine State Library has received notification of the grant award. In preparing this application, library staff contacted several vendors requesting cost estimates for performing the tasks described above. Once the State Library has received notification of the grant award, staff will prepare and post a Request for Proposal. Upon receipt of bids, project staff will select a vendor based on cost and these additional factors:

- Ability to conform to National Digital Newspaper Program Technical Guidelines for project deliverables
- Prior experience with microfilm digitization and OCR conversion

- Expertise in derivative file creation and metadata encoding
- Ability to perform work on a timely basis and meet deadlines
- Proven quality control procedures
- Endorsements from past clients
- Protocols for ensuring the proper treatment and security of microfilm negatives

Given the proposed acquisition of equipment for digitizing microfilm at the Maine State Archives some of the work may be completed in house. MSL and the State Archives have partnered on a number of projects in the past including the United State Newspaper Project 1997-1999.

## Work plan

Time Period	Activity
September – December 2016	Receive notice of grant award Hire Project Manager Attend Meeting in Washington Release initial publicity regarding the project
January 2017 – March 2017	Release RFP for vendor Convene advisory board Prioritize titles to be digitized Select vendor Negotiate for access to microfilm masters Begin assessment of microfilm quality
March 30, 2017	Submit status report to NEH
April – August 2017	Ship 25% of microfilm to vendor Continue quality testing Begin creation of inventory of open access newspapers Begin revising 1999 MNP Inventory
September 30, 2017	Submit 25% of digitized material to LC Submit status report to NEH
October – December 2017	Assess and make changes on work plan based on feedback from NEH & LC Continue to work with holders of microfilm and digital vendor to complete project
January – June 2018	Continue to work with holders of microfilm and digital vendor to complete project Complete Newspaper Inventory update Write descriptions of newspapers Pursue alternate funding streams to support extension of the project.
June – September 2018	Complete project Submit final report

	Release publicity regarding successful conclusion of the project
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## Project Staff

Resumes of existing key staff are in Appendix 5. General grant administration will be conducted as part of the ongoing work of the Maine State Library Digital Collections Supervisor, Peggy O’Kane. O’Kane will be responsible for deadlines, budgetary issues, supervising the project manager, and convening the advisory board. Having attended the [Digital Preservation Management Workshop](#) in 2015 she has both the training and experience needed to oversee the project. Her project management experience includes overseeing construction of a library for [Northern Maine Community College](#), re-allocating space in the public area of the State Library to enhance user experience, and shepherding the State Library through the process of applying to become a [Digital Public Library of America](#) Service Hub.

As part of the project funding the Maine State Library will hire a Project Manager. The position will be a Librarian II as defined by the State of Maine job schedule. Primary responsibilities will include:

- Determining quality of microfilm available for digitizing
  - Working as a bridge between holders of microfilm and the vendor(s) chosen to conduct the digitization and
  - Updating information on the newspapers to be digitized including writing the summary of each paper and revising the online inventory of Maine newspapers.
- [http://digitalmaine.com/msl\\_docs/72/](http://digitalmaine.com/msl_docs/72/)

The person hired for this position will be required to have a demonstrated background in microfilm standards. A detailed job description appears in Appendix 3. Communication skills and the ability to meet deadlines will also be required

The special collections cataloger at the Maine State Library, Mary Saunders, will be responsible for updating World Cat records to reflect the digital files. Saunders has been the primary cataloger of original Maine material for close to forty years. With her knowledge and experience she will also be available for consultation on the project.



Other State Library staff including Adam Fisher, Director of Collections, Digital Initiatives and Promotion and his staff will provide in-house technical support. In addition, members of the Advisory Board will be available to provide advice over the course of the project.