

Vermont Digital Newspaper Project Project Narrative

I. History and Scope of Project

A. Newspaper Publishing History in Vermont, 1781-1922

Wedged between New York and New Hampshire and claimed by both states, Vermont was known as the New Hampshire Grants until shortly after the American Revolution. Vermont's first weekly newspaper was published from 1781-1783 in Westminster, Vermont. The *Vermont Gazette*, published by Alden, Spooner, & Green, was printed on the first printing press brought to the colonies from England in 1638. Other eighteenth-century newspaper titles include the *Vermont Journal and Universal Advertiser* (Hough & Spooner, 1783, Windsor), *Herald of Vermont* (1792, Rutland), *Rutland Herald* (1794, Rutland), *Fairhaven Gazette* (1795, Fair Haven), *Farmer's Library* (1795, Fair Haven), *Burlington Mercury* (1796, Burlington), and *Federal Galaxy* (1797, Brattleboro). Early newspaper publishing centered primarily on four locations: Bennington, Brattleboro, Rutland, and Burlington.

By 1830 many towns in Vermont had their own local newspapers, such as Brandon's *Vermont Telegraph* (1835-1843), a reform newspaper that supported women's rights, abolishment of capital punishment, temperance, vegetarianism, and antislavery. Other antislavery papers included the *Green Mountain Freeman* (Montpelier), *American Observer* (Morrisville), and the Vermont Anti-Slavery Society's *Voice of Freedom*. In Woodstock, the *Working-Man's Gazette* provided a voice for farmers, mechanics and artisans in the 1830s. Denominational papers included the *Vermont Chronicle*, the *Vermont Telegraph*, and the *Christian Messenger*.

In Burlington, the *Vermont Centinel* began publishing in 1801, and under various titles and publishers it continued through the 1870s. Its main competitor, the *Burlington Free Press*, began in 1827 and printed daily by 1848. Typical of mid-nineteenth century consolidation in the industry, it merged with the *Burlington Times* in 1868. Morning, evening and weekly editions were published until 1882. Today, the *Burlington Free Press* is the most-circulated newspaper in the state. From 1894-1941, the *Burlington Daily News* competed with the *Free Press*.

The *Rutland Herald* began publishing in 1794, and starting in the 1850s it experienced long eras of family ownership under the Tuttle, Clements, Field and Mitchell families. Under George Tuttle, the *Herald* moved to daily publication in 1861 with the start of the Civil War. In the days of William Randolph Hearst, Vermont hosted its own newspaper mogul-turned-politician in the *Herald's*

Percival W. Clement, who owned the paper from 1882-1927 and used it to support his business interests and political ambitions.

In central Vermont, Hiram Atkins founded the weekly *Argus-Patriot* in 1863. His son made the Montpelier paper an evening daily in 1897, and his granddaughter began overseeing the operation in the 1940s. Nearby in Barre, Frank E. Langley started the *Barre Daily Times* in 1897. The two papers merged in 1959 to form the *Times Argus*.

Serving the southeastern part of the state, the *Windham County Reformer* (later the *Brattleboro Reformer*) was founded in 1876 by Charles N. Davenport in reaction to what he saw as a Republican bias in the leading political newspaper, the *Vermont Phoenix*. In 1903, the *Reformer* was purchased by the Vermont Printing Company and the paper became less partisan; in fact, the Brattleboro Publishing Company merged the *Reformer* with the *Phoenix* in 1913.

In the days of William Randolph Hearst, Vermont hosted its own newspaper mogul-turned-politician in the *Rutland Herald's* Percival W. Clement. He owned the paper from 1888-1927 and used it to support his business interests and political ambitions. Clement was elected governor in 1918 after three unsuccessful campaigns.

Also important to the newspaper history of the state, though not within the scope of this proposal, are the immigrant newspapers published in foreign languages. Vermont's marble and granite industries attracted Italian immigrants to the state, and at the turn of the century there were eight Italian-language newspapers being published in Vermont. *La Cronaca sovversiva*, an anarchist newspaper published in the early 1900s, reported such news as Emma Goldman's lecture in Barre and activities of the International Workers' Party (Wobblies).

Early French Canadian immigrants looked to Vermont as a more liberal environment for publishing than Canada. In 1839 *Le Patriote canadien* was published in Burlington and holds the distinction of being the first French Canadian newspaper published in New England. Additional 1830s French Canadian newspapers include *La Révolution canadienne* (1838, Burlington), *The North American* (1839, Swanton), which chronicled "Canadian rights and Canadian independence," and *l'Idée nouvelle* (1869), which was published as a Québec secessionist paper.

For the purposes of this project, selected titles will represent a balanced geographic cross-section of the state in English and will cover the time period from 1836 to 1922.

B. Newspaper Microfilming in Vermont

The Vermont Department of Libraries microfilmed a significant number of Vermont historical newspapers in the 1970's, but a systematic survey of the state's newspapers was not completed until 1994, when the National Endowment for the Humanities (NEH) provided funding to the Vermont Historical Society (VHS) for a planning grant to be implemented that year. The goal of the planning phase was to prepare a strategic plan for the implementation of bibliographic control of Vermont's domestic newspapers. The principal activities of the planning period were to survey newspaper repositories throughout the state, identify an agency and a mechanism to maintain the resulting union list, increase awareness of the scope and significance of the Project within the state, and produce an implementation proposal.

The initial state-wide survey identified approximately 603 unique title records, with 83 repositories holding newspapers in public and academic libraries, archives, historical societies and museums. A preliminary database of title, format, and location information was created using FileMaker Pro software. To augment the survey, published and non-published sources were used to identify additional titles.

In 1996 the Vermont Historical Society (VHS) submitted a cataloging and microfilming implementation proposal to the National Endowment for the Humanities (NEH). Funds were awarded for a project to begin in 1996. Between the time the proposal was submitted and funding was received, a new director of the VHS was hired, and significant organizational changes were implemented affecting the scope and mission of the Society and, ultimately, its ability to continue to provide the support necessary to conduct the project. With assistance from the USNP/LC Coordinator and NEH, the Vermont Newspaper Project found a home with the University of Vermont. The Project relocated to office space provided by the Vermont Department of Libraries in Montpelier, where the majority of newspapers were held; administrative and technical support for the Project was based at the University of Vermont Libraries in Burlington. The cataloging and microfilming implementation phases of the Vermont Newspaper Project began early in 1997. As Project-funded staff began working in May 1997, Vermont became the fiftieth state to join the United States Newspaper Program.

The cataloging phase began with the collections of the Vermont Department of Libraries, the University of Vermont, and the Vermont Historical Society. It was estimated that these collections comprised 75% of known newspaper titles. An inventory of Vermont newspaper titles was made by comparing a list of Vermont newspaper titles found in OCLC with responses from the survey sent out in 1994 by the Vermont Historical Society. Additional unique titles were

identified at various repositories around the state, including public libraries, historical societies, museums, court houses, and archival collections. When the cataloging phase was completed in June 2000, 988 Vermont newspaper titles were cataloged in conformance with USNP CONSER standards, and nearly 3,000 LDRs (local data records for repository holdings) were created for 108 Vermont newspaper repository sites around the state. The University of Vermont and at the Department of Libraries have continued to share responsibilities for updating bibliographic and LDR records for Vermont newspapers on OCLC and in the Vermont Newspaper Project database, which is hosted by UVM and available via the Internet: <http://vtnp.uvm.edu>.

Plans to microfilm a selection of these titles began in earnest in 1997, however, due to turnover in Project personnel, it was not until 1999 that a vendor was selected to begin the microfilming process. As the Project database was refined, a candidate title list was created by comparing a list of hardcopy newspaper holdings from the Department of Libraries, the University of Vermont, and survey participants, with a list of microfilm newspaper holdings from the same repositories. An approximate total of 450 titles comprising 170,000 pages of newsprint were identified as filming candidates. Filming was conducted according to USNP standards and resulted in the creation of one master negative, one print master, and service copies for participating repositories. Project staff conducted technical inspection of master and print master copies, testing for density and resolution of the reels. Master negatives for over 430 titles on 209 reels of film currently reside at Underground Vaults and Storage Inc. in Hutchinson, Kansas, with costs for annual storage fees shared evenly by DOL and UVM. The duplicate negatives are stored at the Vermont Department of Libraries in Montpelier, Vermont.

C. Overview of Digitization in Vermont

A survey of Vermont cultural organizations identifies a handful of digitization initiatives. Digitization projects in Vermont include University of Vermont's Center for Digital Initiatives (CDI), the digital collections of Middlebury College and the Online Digital Archive of the Vermont Folklife Center. Like many digitization projects, UVM's CDI (<http://cdi.uvm.edu>) has been supported largely by grant money. The Center itself was created with an Institute of Museum and Library Services Grant from 2005 to 2007. CDI currently offers ten collections with over 10,275 digital objects focusing on public policy and Vermont history -- including photographs, diaries, correspondence, books, and broadsides. Tracking software has recorded 25,000 visits since January 2008. Digitization methodologies adhere to explicit and accepted imaging standards (<http://cdi.uvm.edu/collections/about.xql?pid=imaging>). Metadata standards utilized are selected according to their appropriateness for the materials being

described, and include the descriptive metadata standards Dublin Core and the Metadata Object Description Schema (MODS), the structural metadata METS, and markup languages including Encoding Archival Description and the Text Encoding Initiative (TEI). The CDI has received a second round of IMLS grant funding in order to expand its staff and collections, increase its user base, and improve production efficiency. There continues to be strong support for growth and development of CDI collections.

The Online Digital Archive of the Vermont Folklife Center (<http://www.vermontfolklifecenter.org/archive/>) includes a web-based collection of several thousand photographs of Pawlet Vermont from the late 19th century to the 1990s. The Vermont Folklife Center also includes transcripts, audio, and photographs. At the present time only the Mad River Valley collection is available online. These digitization projects have largely been funded by grants from the National Endowment for the Humanities, Jane's Trust, and the Lintilhac Foundation.

Middlebury College's digital collections (<http://go.middlebury.edu/dla>) include digitized rare books and manuscripts from the Abernathy Collection of American Literature; Middlebury College images, manuscripts pertaining to the College itself (Middlebury College Archives); the Historic Middlebury collection, including images of the town of Middlebury from Professor Glen Andres' *Walking History of Middlebury*; the Middlebury College News Bureau Photo Archives including 2000 photos of College life between the 1930s and the 1960s; a collection of over 700 early Vermont postcards; a selection of photographs from the Rutland Railroad Archives of Middlebury College; a collection of over 700 images of historic scientific instruments; a digital lecture archive including audio and video of lectures given at Middlebury College.

Thus, digitization projects around the state have been conducted by a few cultural organizations working with their own materials. To date there have been no historical newspaper digitization projects in Vermont that have used the master copies of the microfilm produced by the Vermont Newspaper Project. The proposed Vermont Digital Newspaper Project would be the largest collaborative digital initiative to emerge thus far in Vermont and would serve to foster collaboration with colleagues from around the state in a common digitization initiative and shared set of goals, while underscoring both the significance of this project for Vermont citizens, and the need for digital access to this newspaper archive for citizens, students and scholars as part of the National Digital Newspaper Program's *Chronicling America* project, based at the Library of Congress.

II. Methodology and Standards

A. Master Negative Microfilm

Of the now more than 1,000 titles in the VTNP database, more than 900 contain microfilm holdings. With support of NEH, VTNP microfilmed over 430 unique titles on 170,000 pages of historical newspapers according to the USNP standards. For the purposes of this proposal, we have identified 525 Vermont newspapers on microfilm that fall within the scope (1836-1922) of NDNP. Of these, approximately 270 titles are on master negative reels that were filmed under the auspices of the USNP (See Appendix A).

The Vermont Digital Newspaper Project will focus on digitizing the newspapers microfilmed during the USNP grant, whenever possible. The high standards of the USNP and the overall high quality and condition of the film will ensure efficient digitization for those titles.

The final report submitted to the NEH in 2002 expresses full compliance with USNP standards. These USNP standards include the following guidelines:

- Preparation of the newspapers for microfilm in some cases may require taping ironing and flattening where necessary.
- The first generation film shall provide a resolution suitable for duplication through as many as four generations.
- A rating of 8.0 or above quality index is expected, in accordance with ANSI/AIIM MS23 – 1998.
- Newspapers will be filmed on a black background.
- Filming will use a planetary camera with variable pull-down.
- First generation master negatives will use a silver gelatin film on a polyester base, meeting the NAPM IT9.1, ANSI PH1.51, and ANSI PH1.25 standards.
- Resolution Test Targets are to be filmed immediately before and after the text portion of the reel (ISO Test Chart 2.)
- Technical inspection for density and resolution was conducted on both the first and second generation master negative reels in accordance with ANSI/AIIM MS23-1998.

As the project gets underway, the project coordinator will undertake a survey the overall microfilm collection to develop and refine the list of titles in Appendix A, creating subsets of titles by geographical regions, and obtaining accurate page counts (relative to frequency and holdings) for titles with extensive holdings. Information will be recorded in a project database and used to generate subsequent title listings for the selection process.

B. Selection Plan

The Advisory Committee will comprise members representing each of the counties in Vermont, as well as additional advisors with additional areas of expertise, including digitization, education and Vermont history. The Advisory Committee will include the members listed in Appendix F, who have already expressed commitment to the project. In addition to regional diversity, the Advisory Committee will take into consideration the historical value, political, and cultural diversity, and temporal coverage of the titles. Titles regarded as particularly influential at the state or county level will also receive attention. A final step in the selection will be to ascertain that the quality of the microfilm master copies is suitable for digitization.

VTDNP staff will develop a system ranking based on the following criteria.

C. Criteria for Selection

Technical quality of the microfilm

- Is the majority of title run available on microfilm?
- Was the quality of the original text and microfilm high?
- Is the reduction ratio below 20x, allowing for the 400 dpi suitable for OCR?
- Do the camera master negatives when duplicated have resolution test charts that can be read at 5.0 or higher?
- Do density readings within an image and between exposures fall within the 0.3 range?
- Have sample digital images been tested for usable OCR confidence levels?

Intellectual Content

- Is the selected title representative of the politics, cultural and economic history of the state? For example, does the title present information about various ethnic, racial, political, economic, or religious groups in the state?
- Are the titles regarded as the "papers or record" at the state or county level, containing published legal notices, news of state and regional governmental matters, etc.?
- Do the titles selected represent a broad geographical coverage of the state?
- Does the selected title offer coverage over an extended period of time and does it fall within the target period (1836-1922)?

III. Work Plan

Over a period of two years, the Vermont Digital Newspaper Project will digitize 90,000 pages selected by our Advisory Committee. In monthly batches, VTNP will provide to the Library of Congress all deliverables as detailed in the *Technical Guidelines for 2010 Awards*.

A. Preparation of Request for Proposal

The Project Coordinator, in close coordination with the Planning Group, will prepare a request for proposal (RFP) for the microfilm duplication, digitization, and optical character recognition as well as associated metadata.

B. Selection of Titles

In the first year of the grant, VTDNP will organize two meetings of the Advisory Committee. At the first meeting, project staff will explain the project and outline the responsibilities of the Advisory Committee. The Planning Group will provide Advisory Committee members a summary of their responsibilities, a schedule of project milestones, a list of candidate titles and sample pages, an outline of the selection criteria, and ranking form. Based on the selection criteria, the Advisory Committee members will rank the papers. At the second meeting, the Advisory Committee will make their final selection of titles for digitization.

C. Technical Analysis

Prior to digitization, VTDNP staff will undertake technical analysis on the titles chosen by the Advisory Committee. During this process, staff will also perform frame-by-frame collation of the film, collect and record structural and technical metadata (such as density readings), and technical analysis of the 2N duplicate film to be delivered to the Library of Congress.

Technical analysis will consider the overall condition of the film, collation of materials on the film, skew of pages on the film, scanner and resolution targets, reduction ratio, image placement, and film density. Microfilm inspection will address the following issues:

- Is the majority of title run available on microfilm?
- Was the quality of the original text and microfilm high? Project staff will use a light box and loupe to inspect the microfilm for page curvature, gutter shadows, out of focus pages, and skew.
- Is the reduction ratio below 20x, allowing for the 400 dpi suitable for OCR?

- Do the camera master negatives when duplicated have resolution test charts that can be read at 5.0 or higher? Project staff will use a 100x microscope to read resolution test patterns on master negatives.
- Do density readings within an image and between exposures fall within the 0.3 range? Project staff will use a densitometer to take 10 maximum density readings on the camera master negatives.
- Have sample digital images been tested for usable OCR confidence levels?

Technical inspection will also be undertaken on 2N negative microfilm that that has been duplicated for the purpose of digitization and on reels to be delivered to the Library of Congress.

The University of Vermont will contract with a vendor for a microfilm printer reader-scanner to facilitate work in this area.

Adopting many of the collation practices in use at the Pennsylvania Newspaper Project, VTDNP staff will perform frame-by-frame collation for issue level metadata in order to account for every image on the microfilm reel. During this step VTNP staff gain an accurate count of all images on the reel and to classify them by type (film targets, newspaper pages, blank pages, intentional second exposures). Collation will allow us to identify targets, duplicate images, and other extraneous frames that can be excluded from digitization, and frames that need to be sequence during digitization. Collation information will be useful resource during the post-digitization phase when VTDNP checks vendor images for completeness and accuracy.

D. Microfilm Duplication

Microfilm duplication will be outsourced to a third-party vendor. Microfilm that has been selected and found to be of suitable quality will next be transferred to a microfilm vendor for duplication. The digitization process will adhere to NDNP standards throughout, utilizing a clean 2N silver copy. In addition to the duplicate produced for digitization, VTDNP will deliver to LC a 2N silver negative microfilm based on the camera negative.

E. Digitization

Newspapers pages will be scanned at 400 dpi, provided reduction ratio is low enough. Scanning will be 8-bit, grayscale, producing a TIFF 6.0 file. Since the Vermont USNP microfilm pages were scanned one page per frame, no splitting will be required. Deskewing will be performed wherever there is greater than 3 degrees of skew. Per NDNP specifications, cropping will be to the page edge

rather than the text block boundaries. The vendor will also validate all digital objects using the NDNP Digital Validator and Viewer (DVV).

F. Optical Character Recognition (OCR)

Once the microfilm has been digitized, the files will be transferred to the Optical Character Recognition (OCR) vendor. Following the NDNP guidelines, the vendor will produce OCR text that conforms to the Analyzed Layout and Text Object (ALTO) XML schema. For each image scanned, there will be a separate OCR text, using the UTF-8 character set, containing no graphics, ordered column-by-column, with bounding-box coordinate data at the word level. For ease of printing, VTDNP staff will also provide a searchable PDF image of each page. In addition, a JPEG2000 file will also be provided to serve as a production master image.

G. Metadata

Per the NDNP Technical guidelines, all titles to be digitized will be included in the CONSER (Cooperative Online Serials Cataloging) database and CONSER records will be exported and delivered to the Library of Congress in the MARC21 communications format. The following digital objects will be delivered in a METS object structure: For each title, MARC records from the CONSER database, metadata concerning the titles digitized. For each issue/edition, metadata will be provided for each known issue/edition occurrence. For each page, structural metadata associating pages to title, date and edition, and sequence pages within issue, and technical metadata to support the functions of a trusted repository. Technical metadata will also be provided concerning the quality of the film used for digitization.

Metadata will be updated and collected both prior to digitization by VTDNP staff and by the vendor during the digitization process. Before sending titles to the vendor to be digitized, VTDNP staff will check each title for a record in the CONSER database to ensure it is fully conformant with standards of cataloging print newspapers. Any changes in the record will be made at this time and the updated record will be submitted to OCLC. VTDNP staff will also verify that each selected title and its LCCN is in both OCLC WorldCat and the Library of Congress *Chronicling America* database. In the course of validating each title using the DVV, the vendor will confirm that each title has been entered in *Chronicling America*. During technical analysis and collation, the digital support specialist will collect and record technical and structural metadata as specified in the Digital Assets Metadata Elements Dictionary of *the NDNP Technical Guidelines*. For

each title, the vendor will record necessary structural metadata as specified in the Metadata Dictionary.

H. Additional Deliverables

For every title, VTDNP will provide a 500 word history essay concerning the significance of the title. For each page, VTDNP will provide image in TIFF 6.0 format and compressed as JPEG2000 raster format, a file containing OCR text and bounding boxes for words, and a PDF image.

I. Schedule for Project Milestones

Initial Organization and Set-up (July - September 2010)

- Hire a Project Coordinator (Project Planning Group)
- Set up account infrastructure with the University
- Set up office space and microfilm inspection area, including computer, phone service, microfilm reader (printer, scanner) densitometer, microscope, and related equipment
- Attend NEH/LC awardee program in Washington, D.C.
- Host a technical representative from the Library of Congress for a site visit and technical consultation
- Contact Advisory Committee to announce grant award and confirm participation of members
- Work with UVM systems personnel to derive project database from current ExLibris/Voyager dataset
- Begin survey of microfilm collection to develop and refine the list of titles in Appendix A, creating subsets of titles by geographical regions, and obtaining accurate page counts (relative to frequency and holdings)
- Begin preliminary technical inspection of significant titles with extended holdings (5,000+ pages) for microfilm quality and digitization suitability.
- Prepare guidelines/materials for the Advisory Committee including title list, selection criteria, ranking form, newspaper samples
- Set up Advisory Committee listserv (communications infrastructure)
 - Begin communicating framework for responsibilities and newspaper selection (per LC guidelines: <http://www.loc.gov/ndnp/content-selection.html>)
- Develop website with access for Advisory Committee during title selection process; begin posting title list and criteria for selection, with links to NDNP
- Prepare an RFP for microfilm duplication, digitization, and OCR. RFP will require a sample test from the vendor and conform to University and NEH protocols for contracts

Selection of Titles (October-November 2010)

- Convene first Advisory Committee
 - Review title holdings list relative to criteria and scope for NDNP
 - Fill out ranking sheets
 - Select title with at least 5,000 pages for test sample
- Tabulate results from rankings
- Discuss title rankings with Advisory Committee through listserv
- Create prioritized list of titles for microfilm evaluation

Vendor Selection, Evaluation of Microfilm and Metadata Creation (November 2010 – May 2012)

- Select vendor for microfilm duplication, digitization, and OCR
- Develop tracking system for microfilm and files
- Develop worksheet for recording descriptive, technical, structural, and administrative metadata (based on Utah, Oregon, or Kentucky project models and/or vendor requirements)
- Hire Digital Support Specialist
- Conduct technical inspection of selected materials for suitability for digitization
 - Request archival master negative (1N) of selected title(s) from repository(ies)
 - Inspect 1N microfilm for physical condition (i.e., film base) and for technical quality image indicators (i.e., resolution, density, reduction ratio, focus) using the *USNP Preservation Microfilming Guidelines* (<http://www.loc.gov/preserv/usnpguidelines.html>) and NDNP Technical Guidelines (http://www.loc.gov/ndnp/pdf/NDNP_201012TechNotes.pdf)
 - Collate 1N microfilm frame-by-frame; record descriptive and structural metadata in worksheet, per Appendix A of *the NDNP Technical Guidelines*
- In most cases, the Vermont Department of Libraries has the most complete set of film in the state. If missing issues or pages are found, we will coordinate with other institutions to find and borrow missing content. 10% of the page volume will be allocated to paper, in case no microfilm is available.
- Report technical analysis of the available microfilm for optimal scanning.
- For materials passing technical inspection (i.e., meeting image quality indicators), send 1N microfilm to vendor for duplication along with associated metadata

- Vendor will prepare a microfilm print negative (2N) of the master negative
- Return failed 1N microfilm to repository(ies)
- Repeat cycle through list of prioritized titles until 90,000 pages of quality microfilm are identified
- Establish production schedule with an agreed-upon timetable for sample and final files.

Essays (November 2010 – April 2011)

- Writer/Historian engaged to write essays (500 words for each title digitized)
 - First title selections (October – November 2010)
 - Additional selections, if needed, as directed by Advisory Committee
- Send initial essay(s) to NEH for review and comment (December 2010)
- Revise as needed

Publicity and Outreach (November 2010 – onward)

- Project Coordinator, with VTDNP Planning Group and Advisory Committee, will develop an overall marketing strategy, including press releases, presentations, and outreach to community groups throughout the state to publicize the project.

Digitization, Processing, and Conversion by Vendor (January 2010 – May 2012)

- Produce duplicate silver negative (2N) microfilm from each 1N reel
- Inspect 2N reels for quality resolution and density for scanning
- Send 2N reels to vendor to scan at a minimum of 400 dpi and in 8-bit grayscale
- Images will be cropped and deskewed
- Additional structural and technical metadata will be supplied by vendor
- Deliverables will include:
 - TIFF 6.0 and JPEG 2000 for each page image
 - OCR text and bounding boxes
 - PDF image with hidden text
 - METS objects with descriptive, structural, and technical metadata as specified in *NDNP Technical Guidelines*
- Deliverables will be divided into batches to fit on a 500 GB external hard drive that is both USB 2.0 and Firewire enabled
- Batches will be validated using NDNP supplied software
- Vendor will deliver batches to VTDNP staff (UVM Libraries) for quality inspection

- Test batch will be prepared and sent to the Library of Congress (December 2010)

Quality Review (February 2011 – May 2012)

- Validate batch using NDNP validation supplied software tools
- Inspect all thumbnail images and look at film for inconsistencies, if errors appear
- Verify number of expected pages
- Use the digital validation viewer to inspect OCR and metadata from sample pages
- View full images for inspection of every first and last page of each reel and approximately every six images, including all first pages of each issue.
- Correct any problems with vendor and modify batch, as needed
- Send validated files to the Library of Congress as specified in the Delivery of Digital Assets in the *NDNP Technical Guidelines*

Delivery to the Library of Congress (February 2011 – May 2012)

- Deliver sample set of data to the Library of Congress (February 2011)
- Deliver monthly batches of approximately 6,000 pages in 15 batches (February 2011-May 2012)
- Deliver silver negative microfilm reel duplicates at close of the project (June 2012)

Cataloging (October 2010 – May 2012)

- CONSER records for newspaper titles will be updated according to MARC21 standards with an 856 field linking to the digital newspapers
- Records will be delivered to the Library of Congress

Reports and Progress (December 2010 – June 2012)

- Semi-annual progress reports will be written and delivered to NEH (December 2010, June 2011, December 2011)
- Final report will be submitted to NEH (June 2012)

IV. Staffing Overview

The University of Vermont, the Vermont Department of Public Libraries, and Isley Public Library will contribute staff as project cost-share. The Project

Coordinator and Digital Support Specialist will be funded 100% from the NEH grant.

A. VTDNP Planning Group

The Planning Group functions as a steering committee, with a collaborative approach to project direction and development. They will form the search committee in the hiring process for two NEH funded positions (Project Coordinator (MLS) and Digital Support Specialist, and coordinate with the Advisory Committee on the selection of newspapers. Each member will make active contributions to the project relative to his/her area of interest and expertise. The group will do much of its work together online, but will also meet in person at least quarterly, and more frequently when the search process is underway for interviewing Project Coordinator and Digital Support Specialist.

B. Planning Group Members

Birdie MacLennan, University of Vermont, Director of Resource Description and Analysis, will serve as the Project Director. Birdie holds an M.S. in Library and Information Science from Simmons College and an M.A. in French from the University of Vermont. She is a seasoned project manager with many years of experience in technical services, notably with serials and newspapers. She co-directed the NEH-funded cataloging and microfilming phase of the Vermont Newspaper Project, a collaborative endeavor between the University of Vermont and the Vermont Department of Libraries. She has served as a panel member NEH in the review of USNP grant proposals. She currently serves as a member of the UVM Libraries Center for Digital Initiatives (CDI) Steering Committee and is actively engaged in partnering with CDI to provide staffing and metadata support for CDI projects. For Vermont participation in NDNP 2010, she will oversee grant administration and, in close collaboration with the VTDNP Planning Group and Advisory Committee, will guide the direction of the project, facilitate Planning Group and Advisory Committee meetings, provide input and communicate with NEH and LC as needed on project issues. Birdie will spend .20 FTE per year on the project.

Lorraine Lanius, Vermont Department of Libraries, Head of Technical Services. Lorraine holds an M.S.L.S. from the University of Kentucky, Lexington, and an M.A. in Latin American Studies from the University of Texas at Austin. The Department of Libraries is the central newspaper repository for the State of Vermont and has long served as a key partner in the NEH-funded Vermont newspaper surveying, cataloging and microfilming projects. Lorraine coordinated DOL's contribution in the cataloging and microfilming phase of the project and will serve as the DOL liaison to VTDNP. As a member of the VTDNP Planning Group, Lorraine will participate in the development of project workflows, providing advice, guidance, and technical/metadata support for updates to OCLC/CONSER records selected for digitization, and transfer of

records to LC's *Chronicling America* database, the DOL catalog and to institutional partner catalogs throughout the state. She will serve as a member of the search committees for interviewing and hiring recommendations for project-funded positions (Project Coordinator and Digital Support Specialist). She will also oversee the development of a microfilm tracking system and coordinate access to DOL microfilm by authorized grant-funded personnel for digitization purposes, and participate in publicity and outreach efforts to further the goals of the project. She will provide input to the Planning Group and Advisory Committee activities and communicate with NEH and LC as needed on project issues. Lorraine will spend .10 per year on the project.

Chris Kirby, Ilsley Public Library, Adult Services and Technology Librarian. As a librarian and software engineer, Chris brings considerable professional and technical expertise as a key author and initiator of the project. He will serve as Co-Investigator, participating in the development of project workflows, providing advice, guidance and technical support. He will serve as a member of the search committees for interviewing and hiring recommendations for project-funded positions (Project Coordinator and Digital Support Specialist). Chris will work in close collaboration with the Project Coordinator to prepare the RFP. He will also assist with the selection the vendor, and help define inspection, collation, and quality control procedures. He will provide input to the Planning Group and Advisory Committee activities and communicate with NEH and LC as needed on project issues. Chris will spend .05 FTE on the project for two years.

Jeffrey Marshall, University of Vermont, Director of Research Collections and the Center for Digital Initiatives. Jeff will serve as the project's liaison to the Center for Digital Initiatives, and provide advice and guidance for overall project development. He will facilitate communication between the VTDNP Planning Group and CDI in the promotion and marketing of project developments. Jeff will spend .02 on the project for 18 months, from January 2011 thru June 2012.

Prudence Doherty, University of Vermont, Special Collections Librarian for Public Services, Library Liaison for Vermont History. Prudence will serve as UVM's Special Collections liaison to the VTDNP Planning Group, participating in development of project workflows, providing advice and guidance in project development. She will serve as a member of the search committees for interviewing and hiring recommendations for project-funded positions (Project Coordinator and Digital Support Specialist). She will also participate in the Advisory Committee's selection of titles and assist in writing title essays (500 words for selected titles). Prue will also aid in the promotion and publicity efforts of the project. She will spend .05 on the project for two years.

Paul Carnahan, Vermont Historical Society, Librarian. Paul will serve as the VHS ex officio to the Planning Group and as a member of the Advisory Committee. He will review title lists and provide input into the selection process and public access processes. As ex officio, he will serve as a communication link between VHS and project staff to advance the goals of the project.

C. Additional UVM Systems Support

Paul Philbin, Director of Access, Technology and Media Services. Paul will provide technical advice and support for equipment and systems needs for project personnel at .05 for two years.

Lyman Ross, Systems Librarian, will provide technical advice and support for systems needs for project personnel, including support for project database and batchloads for CONSER record updates for titles with links to digital newspapers, at .05 for two years.

Marcie Crocker, IT Support Specialist, will provide technical advice and systems support for project personnel. As a genealogist and avid user of newspapers, she will also participate as a member of the Advisory Committee in the selection process. Marcie will contribute .05 for two years

D. Grant Funded Positions

Project Coordinator (to be hired)

The Project Coordinator will be responsible for the day-to-day management of the Vermont Digital Newspaper Project, including coordinating project workflows, preparing the RFP for selection of a vendor, training the digital support specialist, developing a tracking system for microfilm and digital deliverables, designing and developing a project web site, monitoring budget, managing relationships with external partners and vendors, delivering progress reports on specified schedule.

Digital Support Specialist (to be hired)

The Digital Support Specialist, at half time (18 months) will be responsible for microfilm inspection, frame-by-frame collation of the microfilm, collecting and recording of technical and structural metadata, quality assurance of vendor deliverables, tracking of microfilm, and shipping of deliverables to the Library of Congress. Other duties include assisting with the preparation of materials for the Advisory Committee, assisting with CONSER bibliographic record maintenance, and overall documentation for project activities.

Complete job descriptions for NEH-funded positions are included in Appendix D. Staff résumés are included in Appendix E.

Vermont Digital Newspaper Project

List of Appendices

APPENDIX A – List of Vermont Newspapers on Microfilm (1836-1922)

APPENDIX B – Letters of Support from Participating Institutions

University of Vermont (Burlington)
Vermont Department of Libraries (Montpelier)
Ilseley Public Library (Middlebury)
Vermont Historical Society (Montpelier)
Brooks Memorial Library (Brattleboro)
Saint Johnsbury Athanaeum (Saint Johnsbury)
Sheldon Museum (Middlebury)

APPENDIX C – Vermont Newspaper Bibliography

APPENDIX D – Job Descriptions for two NEH-funded Positions

Project Coordinator / Library Assistant Professor
Digital Support Specialist

APPENDIX E – Staff Résumés

Birdie MacLennan (University of Vermont)
Lorraine Lanius (Vermont Department of Libraries)
Chris Kirby, (Ilseley Public Library)
Jeffrey Marshall (University of Vermont)
Prudence Doherty (University of Vermont)
Paul Philbin (University of Vermont)
Lyman Ross (University of Vermont)
Marcie Crocker (University of Vermont)

APPENDIX F – Advisory Committee Members (Preliminary)