

NEH Application Cover Sheet (CHA-261978)

Infrastructure and Capacity Building Challenge Grants

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INSTITUTION

HBCU Library Alliance
Atlanta, GA 30314-4207

APPLICATION INFORMATION

Title: *Building Capacity for Humanities Special Collections at Historically Black Colleges and Universities*

Grant period: From 2018-10-01 to 2023-09-30

Project field(s): African American History

Description of project: “Building Capacity for Humanities Special Collections at Historically Black Colleges and Universities” (“Building Capacity – HBCU”) is a five-year program designed to build capacity for the long-term preservation and conservation of collections at each of the 71 member libraries and to strengthen their staffs in collection stewardship and fundraising for collections care initiatives. Through this program, the HBCU Library Alliance will offer a menu of preservation planning documents, collection surveys, treatment and rehousing services, and educational programs to the member libraries. By helping them to move forward in achieving collection care goals, the HBCU Library Alliance will assist the libraries in building capacity for fundraising for special collection initiatives, documenting cultural heritage materials, increasing accessibility of special collection items, and promoting the humanities significance of their collections.

BUDGET

Fiscal Year #1	65,000.00	Total from NEH	365,000.00
Fiscal Year #2	75,000.00	Non-Federal	365,000.00
Fiscal Year #3	75,000.00	Total	730,000.00
Fiscal Year #4	150,000.00	Matching Ratio	1 to 1

GRANT ADMINISTRATOR

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HBCU Library Alliance
Building Capacity for Humanities Special Collections
at Historically Black Colleges & Universities

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HBCU Library Alliance

Building Capacity for Humanities Special Collections at Historically Black Colleges and Universities

Abstract

“Building Capacity for Humanities Special Collections at Historically Black Colleges and Universities” (“Building Capacity –HBCU”) is a five-year program designed to build capacity for the long-term preservation and conservation of collections at each of the 71 member libraries and to strengthen their staffs in collection stewardship and fundraising for collections care initiatives. Through this program, the HBCU Library Alliance will offer a menu of preservation planning documents, collection surveys, treatment and rehousing services, and educational programs to the member libraries. By helping them to move forward in achieving collection care goals, the HBCU Library Alliance will assist the libraries in building capacity for fundraising for special collection initiatives, documenting cultural heritage materials, increasing accessibility of special collection items, and promoting the humanities significance of their broad collections of rare materials and their irreplaceable cultural heritage artifacts.

HBCU Library Alliance

Building Capacity for Humanities Special Collections at Historically Black Colleges and Universities

Introduction

The HBCU Library Alliance is a consortium that supports the work of the information professionals at the libraries, archives, and special collections of the Historically Black Colleges and Universities (HBCUs). Created in 2002 by deans and directors of HBCU libraries, and incorporated as a nonprofit organization in 2006, the HBCU Library Alliance is governed by a seven-member Board of Directors who oversee the development and implementation of activities to serve the 71 member libraries that serve 75 colleges and universities, all of which are HBCU institutions as designated by the White House Initiative on HBCUs. Since its founding the HBCU Library Alliance has provided an array of resources and programs to transform and strengthen its membership by developing library leaders, preserving collections, and planning for the future.

In this narrative, Challenge Grant funding is requested for *Building Capacity for Humanities Special Collections at Historically Black Colleges and Universities* (hereafter referred to as “Building Capacity – HBCU”), a five-year program designed to build capacity for the long-term preservation and conservation of collections at each of the 71 member libraries. “Building Capacity – HBCU” will offer a menu of preservation planning documents, collection surveys, treatment and rehousing services, and educational programs to the member libraries. Through this outreach, the HBCU Library Alliance will assist the libraries in building capacity for fundraising for special collection initiatives, documenting cultural heritage materials, increasing accessibility of special collection items, and promoting the humanities significance of their broad collections of rare materials and their irreplaceable cultural heritage artifacts.

Significance and Intellectual Quality

The humanities special collections of the HBCU Library Alliance’s 71 member libraries contain the unique stories of the development and evolution of HBCUs dating back to the early 1800s. The

manuscript, book, photograph, and audiovisual material in these special collections provide vital perspectives on local and regional history in 19 states, as well as the District of Columbia and the Virgin Islands. Perhaps even more importantly, they offer irreplaceable documentation on the African-American experience in the 19th and 20th centuries, reflecting the monumental themes of slavery, Civil War, Restoration, the Great Migration, the Harlem Renaissance, the Civil Rights Movement, the recent Black Lives Matter, and so much more.

Complementing these broad themes, the HBCU special collections also spotlight the contributions of individuals in countless fields—from science to politics and from arts to athletics—with the work of very well-known names preserved alongside lesser-known figures who nonetheless left material that can offer unparalleled insight into their time or area of expertise.

While nearly all colleges maintain archives documenting their own institutional history, the HBCU special collections can boast unusually interesting archives of this kind, with many of the institutions emerging from visionary ideals often operating in the face of unwelcoming environments. The stories of the early years of HBCUs are key to understanding the communities from which they emerged. From these HBCUs, faculty leaders, students, and alumni engaged with their times, often playing strong roles—as leaders and interpreters—in virtually every important movement that have defined American life in the past 200 years.

The following collections offer a hint of the depth of important humanities material found in the HBCU special collections:

- At the Atlanta University Center Woodruff Library (GA), the Cullen Jackman Memorial Collection contains original manuscripts, poetry, and correspondence relating to the Harlem Renaissance writer's ongoing efforts to document "Contemporary Negro Life." In addition to the Cullen material, the collection includes an original handwritten poem by Paul Lawrence Dunbar and an original draft of *Giovanni's Room* by James Baldwin.

- At Bethune-Cookman University (FL), the Mary McLeod Bethune Papers cover her remarkable career as educator and civil rights activist, including manuscript material relating to her advisory roles during the Franklin D. Roosevelt administration and her close friendship with Eleanor Roosevelt.
- At St. Augustine’s University (NC), the Robinson Library preserves the archive of the Delany Family, a prominent African American family whose members provided leadership in education, religion, medicine, law, civil rights, and politics from the late 19th century through the 20th century. The family’s last two survivors, centenarians Sadie and Bessie Delany, achieved international fame with the publication of their life story, *Having Our Say*, in 1994.
- At Spelman College (GA), the Audre Lorde Papers preserve 40 linear feet of manuscript and printed material relating to the life of the celebrated 20th century poet, feminist, and civil rights activist.
- At Johnson C. Smith University (NC), detailed records of African-American neighborhoods in Charlotte, NC, offer insight into daily life under segregation.
- At Prairie View A&M University (TX), the library cares for a collection of unique material related to W. E. B. Du Bois’ educational philosophy, including manuscripts of unpublished speeches.
- At Tennessee State University (TN), the Edward S. Temple Collection documents the life of the legendary women’s track coach who nurtured the athletic careers of 40 Olympic athletes including three-time Gold Medal winner Wilma Rudolph.
- At Philander Smith College (AR), the D. W. Reynolds Library is home to the Melissa and Kevin Katz African Art Collection, comprised of 44 sculptures and carvings crafted by the indigenous people of nine African countries.
- At Southern University at New Orleans (LA), the Washington Memorial Library cares for a collection of New Orleanian festival costumes, including the elaborate costumes of the Mardi Gras Indians.
- At Tuskegee University (AL), the Booker T. Washington Collections preserve over 300 boxes of archival material chronicling his extremely influential life’s work as an educator and author.

- At Fisk University (TN), the Franklin Library maintains the Julius Rosenwald Rural Negro Schools collection which gathers together photographs, printed, and manuscript information on over 800 schools for African Americans in 15 southern states.
- At Morgan State University (MD), the Matthew A. Henson Collection documents the polar expeditions of the first African-American Arctic explorer, donated by Henson's widow.

In recent years, writers and producers have used HBCU special collections to research many published works, including books such as *Making the Unequal Metropolis: School Desegregation and Its Limits* by Ansley T. Erickson, *Spectacular Leap: Black Women Athletes in Twentieth Century America* by Jennifer H. Lansbury, *Jim Crow Campus: Higher Education and the Southern Social Order in the Mid-Twentieth Century* by Joy Williamson-Lott, *Sorting Out the New South City: Race, Class and Urban Development* by Thomas Hanchett, *Citizen of the World: A History of W. E. B. Dub Bois' Late Career* edited by Phillip Luke Sinitiere, and the *Kentucky American Encyclopedia*, as well as documentaries such as *Tell Them We Are Rising: The Story of Historically Black Colleges and Universities*, *My Ancestral Kentucky Home*, *Julius Rosenwald and the Rosenwald Schools*, *Thomas M. Campbell—the First Extension Agent*, and the National Park Service film *George Washington Carver*.

Long-Range Plans

The HBCU Library Alliance worked with facilitator Kate Nevins (former LYRASIS Executive Director) on the development of its 2018-2023 Strategic Plan (included as an appendix), which was formally approved by the Board of Directors in January 2018. The "Building Capacity-HBCU" program will fulfill Action Step #2, and the corresponding Expected Results #2, under Section D: Network:

-- Actions Step

2. Identify partnerships that can provide resources and training opportunities for the HBCU Library Alliance members.

-- Expected Results

2. Increase in broader selection of training opportunities for members and access to resources.

Formally incorporated as a nonprofit 501(c)(3) organization in 2006, the HBCU Library Alliance has succeeded in administering a variety of complex and ambitious programs over the past ten years. These programs have worked so well in part because of the intentional nurturing of partnership relationships with much larger organizations such as the Atlanta University Center Woodruff Library, the University of Delaware – Department of Art Conservation, LYRASIS, Cornell University Library, Wayne State University School of Library and Information Science, and the Conservation Center for Art and Historic Artifacts.

Three successful applications to the Andrew W. Mellon Foundation for multi-year photograph preservation programs were prepared by the University of Delaware and LYRASIS, with the HBCU Library Alliance and its member libraries serving as the focus and principal recipient of services through the grants. These programs were extraordinarily successful in improving the collection stewardship of photograph collections at competitively selected HBCUs and in increasing accessibility to the photograph collections (see the HBCU Library Alliance Digital Collection homepage at: <http://contentdm.auctr.edu/>), and student mentorship and HBCU staff development. This series of grant-funded projects began in 2007 and concluded in 2016. The “Building Capacity – HBCU” proposal builds upon the work and many of the strategies used in the implementation of the Mellon-funded projects.

The HBCU Library Alliance and the University of Delaware – Department of Art Conservation have continued this collaborative approach toward planning and implementing grant-funded projects with a successful 2017 request to the Samuel H. Kress Foundation to establish a competitive summer internship program for five HBCU students at leading library preservation laboratories. With the application period recently closing, there have been 27 student applications received to be considered for the first round of internships.

The HBCU Library Alliance received its first direct grant from the Mellon Foundation in 2010 for “Preserving the Story of the HBCU Library Alliance,” a project to both document the history of the HBCU Library Alliance and to share the success stories of nine member HBCU libraries. In 2013, the HBCU Library Alliance received a second direct grant from the Mellon Foundation for “Expanding Library Support for Faculty Research in HBCUs.”

The HBCU Library Alliance’s 2018-2023 Strategic Plan builds upon the work of the past ten years, with special emphasis on nurturing professional development and capacity building at the member libraries, the continuing use of partnerships to encourage capacity building and strategic resource development at the member libraries, and fostering the financial health of the HBCU Library Alliance through development of a more diverse financial portfolio. While the HBCU Library Alliance is serving as the lead organization in the submission of this application, it is strongly supported by its existing partnerships with both the University of Delaware – Department of Art Conservation and the Conservation Center for Art and Historic Artifacts, both of whom have submitted letters of institutional commitment which are included as an Appendix.

Impact

Grant funds for “Building Capacity – HBCU” will strengthen and improve knowledge and understanding of the humanities through capacity building strategies focused on the preservation and conservation of special collections at 71 HBCU member libraries. The total \$730,000 project, with both federal and 1:1 nonfederal matching funds, centers upon the use of \$658,000 in Spend-down Funds to assist the 71 member libraries in improving collection stewardship through a menu that will include preservation planning documents (preservation needs assessments, preservation plans, emergency response plans, and collections management development policies); item-level conservation assessments and condition reports for paper, photographs, books, paintings, textiles, objects, or

audiovisual media; conservation treatment and/or housing; and educational programs that can be delivered at the requesting library and customized to meet the library's needs.

A pool of \$520,000 of Spend-down funds will be established to provide four years of funding (through equal allocations of \$130,000 in Years 2, 3, 4, and 5) of projects at the member libraries. While the libraries will be encouraged to follow a systematic process for improving collections (with an initial investment in preservation planning and any needed environmental improvements, followed by assessments of collections and items by conservators who will generate condition reports and cost estimates for treatment, and last of all, the implementation of recommended treatment and/or rehousing), the libraries will be granted freedom to apply for funding for any projects from the menu which they feel will benefit their institution most or that are most urgently needed.

A seven-member Advisory Committee (members are identified in the Appendices), with strengths in the humanities, library management, and conservation, will review applications annually, selecting a total of \$130,000 in funded projects in each of the four rounds. Applicants may apply for up to \$30,000 in projects, and may request a variety of projects in a single request. Treatment and housing requests must be based upon cost estimates from a conservator. In the requests for treatment, the applicants will describe a plan for promoting access to the items to appropriate audiences, including researchers in the humanities. A draft menu of eligible projects is included as an Appendix.

In the first two annual rounds, successful applicants will receive full funding for projects. The applicants will assume responsibility for implementation of the project and agreed-upon dissemination of the funds, submitting final reports to the HBCU Library Alliance at the conclusion of their projects. In the concluding third and fourth rounds, applicants will receive a reduced 50% of project costs with a new requirement for them to raise 1:1 matching funds. This system is designed first to encourage the member libraries to grow comfortable with using targeted fundraising to improve collection

stewardship, and then to grow in ability to implement successful strategies for raising matching funds. The HBCU Library Alliance will provide resources to assist the member libraries with their fundraising.

As this is a complex project that supports capacity building at 71 unique institutions, there is a necessary expenditure of \$141,900 in project management, promotional outreach, and evaluation included within the budget. In the first year, project management Spend-down funds will be used to launch the project at the October 2018 biennial meeting of the HBCU Library Alliance, a series of four introductory webinars produced by the Conservation Center for Art and Historic Artifacts that will run from October 2018 through February 2019, development and dissemination of the applications, ongoing consultation with member libraries, and an in-person meeting of the Advisory Committee (subsequent meetings will be facilitated via phone or video conferencing) to select a set of first-round projects.

At the 2020 meeting of the HBCU Library Alliance, Lee Price, Director of Development at the Conservation Center for Art and Historic Artifacts (CCAHA), will make a presentation on strategies to raise matching funds, and will offer a series of fundraising clinics—one-on-one opportunities for attendees to privately discuss potential projects and funding strategies.

The 2022 meeting of the HBCU Library Alliance will be organized as a final celebration of the program, with presentations from CCAHA consultants and from a selection of library applicants who have enjoyed success through their projects. The meeting will conclude with a final session to brainstorm on next steps. Individual consultations through fundraising clinics will also be offered, as many attendees will be engaged both in raising matching funds and planning for the future.

Apart from the Spend-down Funds, the budget includes \$72,000 in Direct Expenditure Funds designated for fundraising costs needed for the HBCU Library Alliance to raise the required \$365,000 match. Sandra Phoenix, Executive Director of the HBCU Library Alliance, will dedicate time toward fundraising of the match, assisted by Adrienne Lance Lucas of Lance Lucas & Associates, a nonprofit consulting service. In addition to providing valuable fundraising expertise, Ms. Lucas will also use this as

a training opportunity for Ms. Phoenix, sharing information on best practices for fundraising, thereby building fundraising capacity at the HBCU Library Alliance.

Audience

The primary focus is on the caretakers of special collections at the 71 member libraries, but the ultimate beneficiaries will be future generations of researchers in the humanities, as well as the students at the schools and the general public. Through this program, the HBCU Library Alliance is working to ensure the long-term preservation and accessibility of the irreplaceable items within these special collections.

Plans for Raising Funds

While the primary goal of “Building Capacity – HBCU” is to build capacity for collections care (ensuring long-term preservation and accessibility of special collection items) at the 71 HBCU member libraries, a very important secondary goal is to use this opportunity to build financial and fundraising capacity at the HBCU Library Alliance itself. This secondary goal is key to meeting the objectives in sections B: Professional Development and C: Finance in the HBCU Library Alliance 2018-23 Strategic Plan.

Through the use of the Direct Expenditure funds for fundraising costs, the HBCU Library Alliance will enter into a first-time partnership with a nonprofit management and fundraising agency, drawing upon their expertise to expand the circle of foundation, corporate, and major donor support. Adrienne Lance Lucas, President and CEO of the nonprofit consulting service Lance Lucas & Associates, will work one-on-one with HBCU Library Alliance Executive Director Sandra Phoenix to identify prospects for major support, prepare strategies for nurturing relationships, and compose written requests and applications. They will build on the HBCU Library Alliance’s well-established relationship with the Andrew W. Mellon Foundation and the new relationship with the Samuel H. Kress Foundation, and research prospects from the existing pool of funders with a history of supporting HBCU projects. Ms.

Lucas is particularly well-positioned to lead this work as her agency has developed a specialized niche in fundraising for HBCUs, with a client base that includes both Morehouse College and Spelman College. The HBCU Library Alliance's past successes in managing portions of large grant-funded programs speaks to the strong administrative capacity of the HBCU Library Alliance, positioning it as a powerful force in the HBCU system. While the donor prospects certainly include the Andrew W. Mellon Foundation, the HBCU Library Alliance is viewing this as an optimal opportunity to grow a more diverse circle of funders of foundations, corporations, and major donors committed to the preservation of the great cultural heritage accessible at the HBCU special collections.

In addition to the expertise brought to "Building Capacity – HBCU" by Lance Lucas & Associates, the HBCU Library Alliance will benefit through the existing close relationships with both the University of Delaware – Department of Art Conservation and the development department at the Conservation Center for Art and Historic Artifacts. Both organizations have submitted institutional letters of support, included as an Appendix, that stress their willingness to assist with the fundraising efforts to raise the match through the sharing of resources and connections. Both organizations have been enormously helpful to the HBCU Library Alliance in past years, providing many of the resources for growth that have made the past ten years so productive. With these layers of support in place, the HBCU Library Alliance is very confident that it will successfully raise the required matching funds in a timely fashion and become an even stronger organization in the process.

HBCU Library Alliance

Building Capacity for Humanities Special Collections at Historically Black Colleges & Universities

HBCU Library Alliance “Building Capacity – HBCU” Five-Year Budget Proposal: Revenue

NEH request:	\$ 365,000
Match:	<u>365,000</u>
SUBTOTAL:	\$ 730,000
Plus Spend-down Interest:	<u>3,900</u>
TOTAL:	\$ 733,900

Spend-down Interest Calculations

Year One: Total Revenue: \$130,000. Total Expenses: \$88,400. 5% Interest on unspent funds = \$1,500.
Year Two: Total Revenue: \$150,000 + \$43,500 Remaining Funds and Interest. Total Expenses: \$173,300.
5% Interest on unspent funds = \$900.
Year Three: Total Revenue: \$150,000 + \$20,700 Remaining Funds and Interest.
Total Expenses: \$155,500. 5% Interest on unspent funds = \$800.
Year Four: Total Revenue: \$150,000 + \$16,000 Remaining Funds and Interest.
Total Expenses: \$148,300. 5% Interest on unspent funds = \$700.
Year Five: Total Revenue: \$150,000 + \$18,400 Remaining Funds and Interest. Total Expenses: \$168,400.
Conclude Year Five with all Spend-down funding expended.

NEH request breakdown:

Direct Expenditure Funds:	\$ 72,000	(Fundraising Costs to raise match)
Spend-down Funds:	<u>293,000</u>	(Preserving and Conserving Collections)
TOTAL:	\$ 365,000	

NEH Allocations per year:

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
NEH funds:	\$65,000	\$75,000	\$75,000	\$75,000	\$75,000
Nonfederal funds to be raised:	\$65,000	\$75,000	\$75,000	\$75,000	\$75,000

HBCU Library Alliance “Building Capacity – HBCU” Five-Year Budget Proposal: Expenses

Direct Expenditure fundraising ¹ :	\$ (b) (6)
Funding Pool ² :	520,000
HBCU Project Administration ³ :	(b) (6)
CCAHA Preservation Consultation ⁴ :	33,300
Advisory Committee ⁵ :	10,500
2018 Membership Meeting ⁶ :	4,500
2020 Membership Meetings ⁷ :	7,200
2022 Membership Meetings ⁸ :	<u>26,400</u>
FIVE YEAR TOTAL:	\$ 733,900

¹ Direct Expenditure Funding: Fundraising costs for raising the match, with \$(b) (6) for HBCU Executive Director dedicated fundraising time ((b) (6) of time) in Years 1 and \$(b) (6) in Year 2, plus \$35,000 for Lance Lucas and Associates nonprofit consulting in Year 1 and \$15,000 in Year 2.

² Funding Pool: The \$520,000 funding pool is allocated over four rounds in years 2 through 5, with equal allocations totaling \$130,000 per year for projects at member libraries in Years 2, 3, 4, and 5. In order to build capacity at the member libraries, funding for years 4 and 5 will require a 1:1 match.

³ HBCU Project Administration: Project Administration by HBCU Executive Director, figured at (b) (6) of time, for \$(b) (6) per year for Years 1, 2, 3, 4 and 5.

⁴ CCAHA Preservation Consultation: Development and delivery of 4 webinars in Year 1 at \$1,500 per webinar, 2 days of application development in Year 1, and 6 days of application guidance and consulting to member libraries per year in Years 1, 2, 3 and 4, with CCAHA time billed at \$1,050 per day.

⁵ Advisory Committee: The seven-member committee meets once in-person in Atlanta in Year One with travel expenses budgeted at \$1,500 per member to cover expenses of air fare, ground transportation, two night hotel stay, and per diem. The Advisory Committee will convene by phone or video conference in Years 2, 3, and 4.

⁶ 2018 Membership Meeting: The “Building Capacity – HBCU” project piggybacks on the already-scheduled biannual two-day meetings of the HBCU Library Alliance, using the 2018 Membership Meeting for an introductory presentation by CCAHA staff. Two CCAHA consultants will attend on one day to introduce the program, with CCAHA at \$1,050 per day, and travel expenses budgeted at \$1,200 per CCAHA staff for air fare, ground transportation, two night hotel stay, and per diem.

⁷ 2020 Membership Meeting: CCAHA consultants will provide a conservator presentation and a fundraising presentation, plus a series of pre-scheduled one-on-one fundraising clinics during the 2020 Membership Meeting. Two CCAHA consultants will attend for two days, with each budgeted at \$1,050 per day, and travel expenses budgeted at \$1,500 per CCAHA staff for air fare, ground transportation, three night hotel stay, and per diem.

⁸ 2022 Membership Meeting: The 2022 Membership Meeting will be dedicated to a celebration of the concluding year of “Building Capacity – HBCU” with four CCAHA staff members attending, participating through both leading presentations and co-presenting with HBCU presenters. Expenses include four CCAHA consultants attending for two days, with each budgeted at \$1,050 per day, and travel expenses budgeted at \$1,500 per CCAHA consultant for air fare, ground transportation, three night hotel stay, and per diem. Eight HBCU presenters will offer presentations on the results of projects at their institutions with \$1,500 budgeted per presenter for travel expenses, three night hotel stay, and per diem.

ANNUAL EXPENSES

YEAR ONE EXPENSES: HBCU Fundraising: \$(b) (6) Lance Lucas & Associates: \$35,000; HBCU Project Administration: \$(b) (6) CCAHA four webinars, application development, and application guidance: \$14,400; Advisory Committee: \$10,500; and 2018 Membership Meeting: \$4,500.

YEAR TWO EXPENSES: HBCU Fundraising: \$(b) (6) Lance Lucas & Associates: \$15,000; Funding Pool: \$130,000; HBCU Project Administration: \$(b) (6) and CCAHA preservation consultation: \$6,300.

YEAR THREE EXPENSES: Funding Pool: \$130,000; HBCU Project Administration: \$(b) (6) CCAHA preservation consultation: \$6,300; and 2020 Membership Meeting: \$7,200.

YEAR FOUR EXPENSES: Funding Pool: \$130,000; HBCU Project Administration: \$(b) (6) and CCAHA preservation consultation: \$6,300.

YEAR FIVE EXPENSES: Funding Pool: \$130,000; HBCU Project Administration: \$(b) (6) CCAHA preservation consultation: \$6,300; and 2020 Membership Meeting: \$26,400.

HBCU Library Alliance – Institutional Fact Summary

History and Mission: The Historically Black Colleges and Universities (HBCU) Library Alliance, organized in 2002 and incorporated in 2006, is the consortium of White-House designated HBCUs. The mission of the HBCU Library Alliance is to strengthen its membership by developing library leaders, preserving collections and planning for the future. HBCU institutions were organized as early as 1837, many as normal schools to educate persons who were enslaved. They are rich in history, being founded in an environment of legal segregation.

The HBCU Library Alliance has been instrumental in increasing leadership learning opportunities for library administrators. With early support from the Andrew W. Mellon Foundation, the HBCU Library Alliance developed model leadership education, mentorship and librarian exchange programs, which built mutual support opportunities among current and emerging leaders that the HBCU Library Alliance continues to foster today.

The HBCU Library Alliance, in partnership with SOLINET (now LYRASIS) and Cornell University collaborated on a project funded by the Mellon Foundation to expand access to founding documents of HBCUs. As a result of this partnership, participating libraries gained expertise in digitization standards, metadata creation, and digital preservation methodologies. The major outcome of this partnership was the creation of the HBCU Library Alliance digital collection, *A Digital Collection Celebrating the Founding of the Historically Black College and University*. Currently twenty three institutions have contributed more than 16,000 images to the digital collection. The Atlanta University Center Woodruff Library (GA) serves as the technical administrator of the collection, managing, hosting and preserving the HBCU Library Alliance Digital Collection. To support preservation of the collection, the HBCU Library Alliance joined the Meta Archive Collaborative, a community-owned, community-led initiative comprised of libraries, archives, and other digital memory organizations.

The Mellon Foundation provided funding to strengthen capacity among HBCU Library Alliance members as they support faculty's research needs. HBCU Librarians and faculty were surveyed to better understand needs and service delivery challenges. It was discovered during the assessment phase of the project that while 73% of faculty were aware of library liaisons, only 38% made use of their services for communicating their research needs. The surveyed HBCU faculty also indicated that reference or research librarians with technical and scholarly expertise are among the most important experts needed to assist with their research. At the same time, a survey of the HBCU libraries indicated that planning, publishing and executing research are not common services provided by their liaisons. This includes, but is not limited to, promoting faculty understanding of copyright issues, intellectual property rights, open access and scholarly communications. The faculty and library assessments indicated a need for better, continuous training of library liaisons.

The HBCU Library Alliance has previously participated in partnership opportunities with Emory University Library (GA), Wayne State University (MI) and the Digital Library Federation (DC). An internship project with the Art Conservation Department at the University of Delaware is underway.

Governance and Administration: The HBCU Library Alliance is governed by a seven (7) member Board of Directors, five (5) members elected by and from the HBCU Library Alliance membership and two (2) outside experts appointed by the HBCU Library Alliance Board of Directors. Sandra Phoenix is the Executive Director of the HBCU Library Alliance and is responsible for the implementation of the Board of Directors strategic vision for the organization and for day-to-day operations. This includes planning for new initiatives and management of existing programs, including grant projects, the Digital Collection portal, and relationship with the MetaArchive Collaborative.

Physical Facilities: The HBCU Library Alliance moved in 2015 from the LYRASIS office in midtown Atlanta GA to the Atlanta University Center Woodruff Library. This move positions the HBCU Library Alliance for greater access to connections and opportunities with the HBCU and broader library community.

Humanities Staff Size: Executive Director Sandra Phoenix is responsible for day-to-day operations.

Humanities Collections: Humanities collections within HBCU institutions document leadership, scholarship, community service, and history through the papers of prominent HBCU Presidents, faculty and alumni; documents related to World War II and the Civil Rights movement; and collections about organizational involvement with the Black Presbyterian Church and Worker's Conference, to name a few. These collections represent the unique stories of the development and evolution of African-American history and culture dating back as early as the 1800's. The combined collections chronicle nearly 300 years of American history linked to the life experience and community involvement of African-Americans, especially as facilitated, fostered and documented by HBCUs. These materials have been used to produce scholarship that details how an enslaved people rose to the highest pinnacles of American life and their involvement, influence and impact on American history.

HBCU Library Alliance NEH Challenge Grant Financial Summary

	FY16	FY17	FY18 (Estimate)
CURRENT OPERATING INCOME:			
Contributed			
Trustees/Individuals	500.00	17,204.81	6,000.00
Other: Mellon Faculty Research At HBCU	16,771.88	0.00	0.00
Other: JCSU IMLS Grant	0.00	0.00	20,000.00
Investment			
Other: Bank Account Interest	285.60	294.97	295.00
Earned			
Membership Dues	79,910.18	78,960.00	82,802.00
Membership Meeting	0.00	20,700.00	0.00
TOTAL OPERATING INCOME:	<u>97,467.66</u>	<u>117,159.78</u>	<u>109,097.00</u>
CURRENT OPERATING EXPENDITURES:			
Administrative and Operations	17,803.00	22,352.22	30,700.00
Program	91,991.00	79,577.07	82,660.00
TOTAL OPERATING EXPENDITURES:	<u>109,794.00</u>	<u>101,929.29</u>	<u>113,360.00</u>
NET ASSET CHANGE FOR YEAR:	<u>(12,326.34)</u>	<u>15,230.49</u>	<u>(4,263.00)</u>
CURRENT FUND BALANCES:	62,710.19	77,940.68	73,677.68

HBCU Library Alliance Board Members and Staff Professional Affiliations

Monika Rhue, Board Chair Johnson C. Smith University (NC)

- Board Chair, HBCU Library Alliance
- Board Chair, North Carolina Independent Colleges and Universities
- Member, SACS COC Affinity Group
- Advisory Board, Radcliffe Institute for Advanced Study Digitization Initiative at Harvard University Workshop
- Advisory Board, *theHistoryMakers* Higher Education

Deanna Marcum, Treasurer Ithaca S&R (NY)

- Treasurer, HBCU Library Alliance
- Commissioner, Japan-US Friendship Commission (Presidential appointment)
- Treasurer, National History Center
- Advisor, Kirwan Center for Academic Innovation, University of Maryland
- Member, American Library Association
- Member, American Historical Association

Morgan Montgomery, Secretary Claflin University (SC)

- Secretary, HBCU Library Alliance
- Member, American Library Association
- Member, Association of College and Research Libraries
- Member, Black Caucus of the American Library Association
- Member, Reference and User Services Association
- Member, South Carolina Library Association

Debra Hess Norris University of Delaware

- Chair and Professor of Photograph Conservation, Department of Art Conservation, University of Delaware (since 2001)
- Director, Winterthur/University of Delaware Program in Art Conservation (since 1997)
- Board of Trustees, University of Delaware (since 2017)
- Board, HBCU Library Alliance (since 2017)
- Board, Conservation Center for Art and Historic Artifacts (since 1997)
- Board, American Friends for the National Gallery of Denmark (since 2013)
- Visiting Committee, Department of Photographs, The Metropolitan Museum of Art (since 2012)



Debra Hess Norris (cont'd)
University of Delaware

- Board, Foundation for the American Institute for Conservation (to be appointed May 2018)
- Co-Collaborator, Middle East Photograph Preservation Initiative with the Arab Image Foundation, Metropolitan Museum of Art, and the Getty Conservation Institute (since 2006)
- Co-Collaborator, The Preservation of Photograph Collections, a workshop for Cuba with APOYOnline, the Ministry of Culture in Havana, and alumni, students and faculty (since 2016)
- Advisory Council, Iraqi Institute for the Conservation of Antiquities and History with the Smithsonian Institution, the State Department, Winterthur, Walters Art Museum, University of Pennsylvania, State Board of Antiquities in Iraq and other partners (since 2008)

Tasha Lucas-Youmans, Ph.D.
Bethune-Cookman University (FL)

- Board, HBCU Library Alliance
- Member, American Library Association
- Member, Florida Library Association
- Member, National Education Association
- Board, Volusia County Literacy Council

Adrienne Webber
University of Maryland Eastern Shore

- 1890's Library Association – HBCU Library Alliance Representative
- Board, HBCU Library Alliance
- Member, American Library Association
- Member, Frederick Douglass 200th Committee
- Board, University System of Maryland and Affiliated Institutions

Mantra Henderson, Immediate Past Chair
Mississippi Valley State University

- Board, HBCU Library Alliance
- Member, American Library Association
- Member, Black Caucus of the Mississippi Library Association
- Member, Mississippi Library Association

STAFF

Sandra Phoenix, HBCU Library Alliance Executive Director (GA)

- Board, HBCU Faculty Development Network
- Board, Conservation Center for Art and Historic Artifacts
- Board, Kilombo Freedom School
- Member, American Library Association

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Historically Black Colleges and Universities Library Alliance
1438 West Peachtree Street, Suite 200, Atlanta, GA 30309
800-999-8558 *4820, 404-892-7879 (fax)

HBCU Library Alliance
Building Capacity - HBCU

Appendix 8: Resumes

Sandra Phoenix, Project Director
& HBCU Library Alliance Executive Director

Adrienne Lance Lucas, Founder & President
Lance Lucas & Associates

Laura Hartz Stanton, Executive Director
Conservation Center for Art & Historic Artifacts

Mary Schobert, Director of Conservation
Conservation Center for Art & Historic Artifacts

Dyani Feige, Director of Preservation Services
Conservation Center for Art & Historic Artifacts

Stephenie Bailey, Education Program Manager
Conservation Center for Art & Historic Artifacts

Lee Price, Director of Development
Conservation Center for Art & Historic Artifacts

ADVISORY COMMITTEE Resumes:

Monika Rhue, Jamal Fisher, Andrea R. Jackson, Dr. Tasha Lucas-Youmans,
Debra Hess Norris, Tina Rollins, Holly Smith

Sandra M. Phoenix, Executive Director
Historically Black Colleges and Universities (HBCU) Library Alliance
111 James P. Brawley Drive SW, Atlanta, GA 30314-4207
www.hbculibraries.org
404-978-2018 voice, (b) (6) cell
sphoenix@hbculibraries.org

Education

Florida State University, Master of Library and Information Science, 2007

Savannah State University (GA), Bachelor of Science Cum Laude in Business Management, 1995

Employment History

March 2008 to present: Executive Director of the Historically Black Colleges and Universities (HBCU) Library Alliance

Provide leadership and responsibility for operations of non-profit membership organization designed to strengthen White House-designated HBCU libraries through leadership development, preservation activities and future planning. Report to a Board of Directors consisting of HBCU library directors and non-HBCU colleagues. Provide leadership in developing strategic and financial planning and managing an organizational budget. Design, publicize and promote activities of the organization.

Accomplishments

- Implemented in 2017 new governance structure for HBCU Library Alliance Board members adding experts that could include HBCU or non-HBCU members.
- Co-authored 2016 peer-reviewed *Journal of Library Administration* article “*Expanding Library Support for Faculty Research in Historically Black Colleges and Universities.*”
- Served as Project Director of the Andrew W. Mellon Foundation funded Expanding Library Support for Faculty Research project. Responsible for planning, implementing, and evaluating all project activities of grant designed to strengthen library services in support of faculty research.
- Served as Project Director for Phase III and Phase IV of the Andrew W. Mellon Foundation funded Leadership Program. Responsible for all project activities of grant designed to strengthen library services through better integration into teaching and learning.
- Established Advancement Advisor Board of Directors committee position to advance fundraising and create sustainable options.
- Implemented in 2011 first dues increase affecting 50% of membership. Implemented a second dues increase in 2013 that affected all members, increasing dues by 100%.
- Authored first direct grant award to HBCU Library Alliance, “Preserving the Story of the HBCU Library Alliance,” serving as primary investigator.
- Established in 2010 Founding Committee consisting of original HBCU Library Alliance Steering Committee members to provide oversight and continuity as Board leadership changes.

September 2007 to March 2008

Executive Services Librarian – Southeastern Library Network, Inc. (SOLINET) Atlanta, GA

Participated in and represented the Executive Director at scheduled ALA meetings and other library meetings. Assisted in the research and drafting of reports, correspondence and other materials. Managed and maintained the Board of Directors extranet site. Maintained executive level internal and external

communications through the Executive Office intranet and web page. Prepared monthly reports for distribution to Board of Directors. Managed the e-mail communications for the SOLINET Website/Feedback form. Provided organizational support for meetings of the SOLINET Board of Directors and other key groups in the Executive department. Served as Board Representative on the Steering Committee for the SOLINET Annual Membership Meeting. Served as Project Manager for planning the Gates Foundation Opportunity Online Hardware Grant for the State of North Carolina, including facilitation of the process for determining eligibility of 77 library systems representing 297 libraries. Provided technical assistance to 73 library systems with completion of TechAtlas initial eligibility requirements, resulting in more than \$1M in grant funds.

October 1998 to September 2007

Executive Assistant – Southeastern Library Network, Inc. (SOLINET) Atlanta, GA

Directly supported the Executive Director and executive team of the largest U.S. regional library network serving ten southeastern states, Puerto Rico and the U.S. Virgin Islands. Served as secretary of SOLINET fourteen-member Board of Directors. Managed Board functions of the SOLINET Annual Membership meeting. Served on Consortium-Building Consulting team presenting workshops to libraries in Botswana, Mali, Malawi and Senegal.

Professional Associations

American Library Association
Conservation Center for Art and Historic Artifacts (PA)
HBCU Faculty Development Network Board

Community Associations

Kilombo Pan-Afrikan Freedom School Board
Thurgood Estates Homeowner Association Board
Friends of the Salem-Panola Public Library

Publications:

Sandra Phoenix & Mantra Henderson (2016) *Expanding Library Support for Faculty Research in Historically Black Colleges and Universities*, Journal of Library Administration, 56:5, 572-594, DOI: 10.1080/01930826.2016.1180939 To link to this article:

<http://dx.doi.org/10.1080/01930826.2016.1180939>

Consuella Askew and Sandra Phoenix, *The State of Libraries at Historically Black Colleges and Universities: A Comparative Analysis Using Data Collected through the 2008 Academic Libraries Survey* (Atlanta, GA: LYRASIS, 2011), http://www.hbculibraries.org/docs/State_of_HBCU_Libraries_2011.pdf

ADRIENNE LANCE LUCAS

1400 Veterans Memorial Highway, SE, Suite 134-271, Mableton, GA 20126
(404) 772-1987 (b) (6)

EXPERIENCE

LANCE LUCAS & ASSOCIATES, LLC

2001-present

A business strategy, operations and fundraising development consultancy serving a broad spectrum of for profit, non-profit and political organizations.

Founder & President

ATLANTA, GA

- Work with clients in non-profit, higher education, religious, political and advocacy sectors pertaining to women and children to provide business strategy and execution, operations, capacity building and fundraising development consultancy services.

ICG REAL ESTATE ADVISORS, LLC

2005 – 2013

The only African American owned and managed commercial real estate fund focused on single tenant net lease properties nationwide, with a capitalization of \$220M in assets.

Principal & COO

SOUTHFIELD, MI

- Established operating systems and processes for multiple entities related to start up commercial real estate private equity fund to establish brand presence, management tools, and processes.
- Supported CEO in business development, institutional equity capital raises and equity co-investments.
- Created evaluation tool to rate and filter over \$7 billion of potential market opportunities in single tenant office and warehouse sectors.
- Served as a member of due diligence team and investment committee, elevated strategic decision-making by designing and delivering a new suite of performance analyses and reports.
- Identified and researched senior debt partners, negotiated and monitored senior debt loans.
- Restructured equity to maintain individual participation and acquire majority interests with new partners in an effort to refinance 1 million square feet, \$127M of industrial warehouse space.

HOMEORBIT, LLC

2000-2001

An early stage internet company.

Co-Founder & COO

ATLANTA, GA

- Assisted with long-term strategic plans. Developed investment strategy to raise seed capital and provided oversight for start up venture.
- Assessed financial and strategic implications of marketing penetration. Built financial models to project revenue growth and cash flow requirements. Negotiated investment terms for second round of financing.
- Created quarterly financial statements, managed cash allocations, and investor relations.
- Established strategic alliances for alpha phase development partners. Managed execution and development of phase I product prototype. Managed schedule, testing, training of client users and converted to revue generating partners.

HOMEBANC MORTGAGE CORPORATION

1998-1999

Atlanta's then largest residential mortgage provider, with \$2.6B in mortgage origination volume.

Vice President - Strategy & Transformation

ATLANTA, GA

- Provided business strategy, corporate restructuring and valuation preparation for privatization from parent company, First Tennessee.
- Developed and implemented top-down strategic planning process. Implemented company wide performance metrics and evaluation system.
- Created costing model to evaluate financial impact of process improvement solutions.

CSC INDEX**1994-1995, 1997-1998***A global management consulting arm of Computer Sciences Corporation.***Manager****LONDON, ENGLAND**

- Developed operating strategies for clients in the consumer goods, financial services, utilities and oil and gas industries pre and post international mergers. Designed change management workshops for senior executives to address difficulties in merging cultures as a result of an international acquisition.

Senior Associate**CHICAGO, IL**

- Created financial model. Conducted employee training for finance staff on the use of the evaluation tool.
- Conducted industry, market and competitor analyses for multi-million dollar brewery.

GENERAL MILLS, INC.**1990-1993***A Multi National Consumer goods company that has a distinguished portfolio of leading brands.***Customer Service Manager - National Sales Division****GOLDEN VALLEY, MN**

- Managed sales support and customer service operations for wholesale clients, SAM's, BJs and Costco.

Assistant Customer Service Manager - National Sales Division (Atlanta Region)

- Developed and implemented multi functional work system to maximize productivity and address under utilization of Atlanta Region sales support organization.

Financial Analyst - National Sales Division (Atlanta Region)

- Managed projected revenue growth and cost analyses for annual reporting of the Atlanta Sales Region budget. Managed warehouse distribution accounts for dry goods.

EDUCATION**HARVARD BUSINESS SCHOOL****1997****Masters in Business Administration - MBA****BOSTON, MA**

Research/Consulting - Worked with Professor Michael E. Porter and the Initiative for a Competitive Inner City (ICIC) in conjunction with The Atlanta Project (TAP) to define best practices, key factors, performance indicators and business implications for Atlanta's Empowerment Zone. *Finalist* - HBS Business Plan Competition; Conference Program Organizer - African American Student Union (AASU).

SPELMAN COLLEGE**1990****Bachelor of Arts Degree in Economics****ATLANTA, GA**

Graduated Cum Laude. Awarded Hartford ITT and UNCF Scholarships. Elected Vice-President, Parliamentarian, Social Chair and Publicity Chair - Student Government Association.

VOLUNTEER BOARD APPOINTMENTS AND ACKNOWLEDGEMENTS**OurBlackAncestry.com** - (2015 – present)**White House HBCU Initiative** – (2002)**KENO Foundation, Inc.** Founder (2010 –present)**SE Region Planned Parenthood** (2013 - 14)**Botswana American Chamber** Chairman (2013 - 15)**South Cobb Revitalization** (2012-14)**PUBLICATIONS****Before You Arrived**

Lance Lucas, Adrienne. May 2005. Children's Book.

Women's Philanthropy Institute News

Lance Lucas, Adrienne. June 2001. "It's Never Too Early to Introduce the Giving Message" Page 2.

AFFILIATIONS

-Elizabeth Baptist Church

-Harvard Business School Club of Atlanta

-The Links, Incorporated

-Delta Sigma Theta Sorority, Inc.

-National Alumnae Association of Spelman College

- Jack & Jill of America, Inc.

LAURA HORTZ STANTON

(b) (6)

(b) (6)

(home)
(cell)

EDUCATION

Certificate in Nonprofit Financial Management LaSalle University Nonprofit Center, Philadelphia, PA	2013
Master of Arts, Museum Studies and History Cooperstown Graduate Program, SUNY Oneonta, Cooperstown, NY	2002
Bachelors of Arts, Anthropology and Archaeology Temple University, Philadelphia, PA	2000

PROFESSIONAL EXPERIENCE

Conservation Center for Art & Historic Artifacts (CCAHA), Philadelphia, PA	2005 - Present
<i>Executive Director</i>	<i>2014 to Present</i>
<i>Director of Preservation Services</i>	<i>2007 to 2014</i>
<i>Preservation Services Officer</i>	<i>2005 - 2006</i>

Lead the nation's largest non-profit conservation organization, which serves cultural institutions by providing hands-on conservation treatment, preservation consulting, and professional development opportunities.

Strategy, Marketing, and Outreach

- Direct and lead CCAHA's strategic vision and business planning initiatives in coordination and collaboration with the Board of Directors.
- Manage and supervise multi-year preservation and conservation projects with partner organizations. Lead internal teams, external teams, and contractors.
- Promote the organization regionally and nationally by serving on professional committees, teaching, and representing the Center at events and conferences.
- Created, funded, and hired a new staff position, Director of Strategy and Partnerships, to develop strategic marketing and outreach approaches.
- Expand marketing and outreach strategies that provide meaningful experiences for key stakeholders, grow the visibility of the Center, and meet the mission. Examples include after hours events, conservation clinics for the public, and preservation brown bag lunch events.
- Coordinate, market, and present an extensive roster of workshop and conference programming, reaching over 1,200 people annually, through the Preservation Services Department.

Finance

- Oversee and provide day to day management of the \$2.8M (2015) annual budget.
- Lead a rigorous development program that has raised over \$1.8 million in federal grant support since 2007. Develop strategic partnerships with other non-profit organizations to fundraise for conservation projects administered and completed at CCAHA, with over \$2 million in funded projects to date.
- Grow individual donor program by launching an expanded annual giving campaign, piloting a new Spring giving campaign, fostering greater giving by key constituents, and cultivating new prospects for giving.
- Develop new and innovative partnerships and lines of service to increase earned revenue.

Human Resources and Internal Operations

- Lead a staff of 30 conservators, conservation technicians, and preservation professionals. Directly manage the senior leadership team of 5.
- Work in partnership with and coordinate communication among CCAHA's 15 person Board of Directors and 5 committees.
- Administer all of the organization's business systems. Initiated and implemented upgrades to project management, accounting, and payroll systems for more streamlined and effective operations.

Siouxland Heritage Museums (SHM), Sioux Falls, SD

2002 – 2005

Curator of Collections

Managed the operations of the museums' collection of historical objects, archives, and historic properties.

- Administered the management, preservation of, and access to SHM's collection of over 150,000 historical objects.
- Managed a team of internal staff and external contractors for the care and maintenance of the interior of an 1890s historic property, the home of Senator Pettigrew of South Dakota.
- Supervised a permanent staff of two and a core volunteer staff of five, and a seasonal/special events volunteer staff of up to 20.
- Developed and installed hands-on interpretive exhibitions as part of the exhibits team. Implemented interpretive programs for the historic house museum.
- Managed SHM's restricted conservation endowment. Created and oversaw the departmental budget.
- Increased accessibility to SHM's collections by developing the first finding aid to the institution's archival collections, providing behind the scenes collections tours, and by creating a public collections outreach and education program.
- Wrote, obtained, and managed grants for preservation and collections care activities.
- Completed an intensive one week workshop on paper conservation techniques held by the Gerald R. Ford Conservation Center.

New York State Historical Association (NYSHA), Cooperstown, NY

2001 – 2002

Exhibitions Intern

Collaborated with the exhibitions team to design exhibit content to engage NYSHA's diverse audiences.

- Researched and wrote exhibit content for the exhibition *Lamps of Louis Comfort Tiffany*
- Assisted the Curator of Exhibitions with gallery design plans for the Tiffany exhibition
- Developed the proposal for and co-wrote the article "Tiffany: The Power of Light", published in *Heritage Magazine*.

PROFESSIONAL DEVELOPMENT & ADVANCED TRAINING

Designing Leadership Program

April 2014

Philadelphia Arts & Business Council

A multi-session course taught by IBM and Wharton business consultants focused on the executive development for the arts, culture, and creative sectors.

Institute for Cultural Entrepreneurship

April 2011

A week-long intensive course focused on applying strategic business principles to the non-profit sector. Co-sponsored by the Cooperstown Graduate Program and the New York State Historical Association. Cooperstown, NY

PROFESSIONAL COMMITTEES AND AFFILIATIONS

Committees

- Board Member, Historical Society of Frankford
- Board Member, Field Services Alliance, American Association for State and Local History
- Member, Collections Care Network, American Institute for Conservation of Historic and Artistic Works
- Member, AIC Heritage Responders, American Institute for Conservation of Historic and Artistic Works

Professional Memberships

American Alliance of Museums, American Library Association, Delaware Valley Archivists Group, Mid-Atlantic Regional Archives Conference, Museum Council of Philadelphia and Delaware Valley, Society of American Archivists.

CONSERVATION EXPERIENCE:

2013 - Present

Director of Conservation

Conservation Center for Art and Historic Artifacts, Philadelphia, PA

Responsible for treatment services, supervision of 17 conservators and technicians; assures that the Center's staff provides the highest quality conservation treatment, housing, and consultation services.

2010 -2013

Director of Paper Conservation

Conservation Center for Art and Historic Artifacts, Philadelphia, PA

Responsible for treatment services of art and artifacts on paper, supervision of conservators and technicians, supervision and training of interns and post-graduate fellows.

1987 to 2010

Senior Conservator

Conservation for Art and Historic Artifacts, Philadelphia, PA

Responsible for the assessment and conservation treatment of photographs, artworks, maps and other archival materials, supervision and training of interns and post-graduate fellows, management of large scale treatment projects, surveys and needs assessments for museum and library collections, design and presentation of educational programs for museums, libraries and historical societies.

Selected Treatment Projects

Carl Sandburg Home National Historic Site, 80 photographs by Edward Steichen and others

The Barnes Foundation, works of art on paper by Pablo Picasso, Paul Cezanne, Edgar Degas, Williams Glackens, Charles Demuth, and others

New York State Archives' Dutch Colonial Manuscripts, a Save America's Treasures project treating 6,000 17th century fire-damaged manuscripts

Missouri State Archives' St Louis Civil Court Documents and Freedom Suits, a Save America's Treasures project treating 800 18th and 19th century manuscripts

Boston Public Library's *Atlantic Neptune* and *American Pilot*

Maryland State Law Library's *Birds of America* by John James Audubon

Paper conservation at the Pennsylvania Academy of the Fine Arts from 1992-2002, including:

Treatment of Thomas Eakins photographs for *Thomas Eakins: American Realist*, Philadelphia Museum of Art, 2002

Treatments for *American Watercolors*, Pennsylvania Academy of the Fine Arts, 2000

Treatment of paper artifacts for *Maxfield Parrish*, Pennsylvania Academy of the Fine Arts, 1999

William Rau's *Pennsylvania Railroad Scenery*: developed specialized procedures and supervised treatment of 627 oversize albumen prints

Selected Surveys

Independence National Historical Park, the Free Library of Philadelphia, The United States Naval Academy Library, Historical Society of Pennsylvania, Ellis Island, The Barnes Foundation, and The Arkansas Heritage Center

PROFESSIONAL AFFILIATIONS:

American Institute for Conservation, Professional Associate; Book and Paper Group, Photographic Materials Group

AWARDS:

1990-91	Samuel H. Kress Foundation Fellow in Conservation Studies
1985-86	Samuel H. Kress Foundation Fellow in Conservation Studies

EDUCATION:

1990-91	Kress Fellowship in the Conservation of Photographic Materials with Debra Hess Norris
1984-1987	Apprenticeship in Paper Conservation Conservation Center for Art and Historic Artifacts, Philadelphia, PA
1981	Master of Fine Arts, Drawing and Painting. Southern Illinois University, Carbondale, IL.
1974	Bachelor of Arts, Studio Art. Southern Illinois University, Carbondale, IL.

EDUCATION

- 2015 Society of American Archivists
Digital Archives Specialist certificate
- 2008 Pratt Institute, New York, NY
Masters of Science in Library & Information Science with Certificate in Archives, Distinction (highest honors)
- 2002 New York University, New York, NY
Bachelor of Music in Music Business, Magna Cum Laude

EXPERIENCE

- 8/2014 to present Director of Preservation Services
Conservation Center for Art & Historic Artifacts, Philadelphia, PA

Contributes to the mission of CCAHA through implementation of educational programs, surveys, outreach, and information to a variety of cultural institutions. Supervises Preservation Services staff of 3. Manages complex multi-part programming initiatives including developing program guidelines, participant recruitment, promotion, supervision of project staff, client follow-up, and other associated duties. Edits and provides quality control for all Preservation Services reports and documents.

Conducts on-site preservation needs assessments and risk assessments with written reports for libraries, archives, museums, and other cultural organizations. Assists institutions with developing long-range preservation plans, emergency preparedness and response plans, and collection-related policies. Develops, presents, and organizes educational programs and workshops including curriculum and content development, speaker recruitment, and scheduling. Presents lectures and prepares programs for professional and lay audiences to promote awareness of preservation and conservation concerns and practices. Provides technical information via telephone, email, and in-print on preservation topics. Maintains familiarity with preservation literature.

Develops, presents, and organizes educational programs and workshops, including curriculum and content development, speaker recruitment, and scheduling. Prepares and presents lectures and programs for professional and lay audiences to promote awareness of preservation and conservation concerns and practices. Provides technical information via telephone, email and print on preservation topics.

- 2010 to 8/2014 Preservation Specialist
Conservation Center for Art & Historic Artifacts, Philadelphia, PA

Conducted assessments and assisted in the development of planning and policy documents for cultural institutions. Developed, presents, and organized educational programs and workshops. Provided technical information on preservation topics.

- 2008 to 2010 Assistant Librarian – The Brooklyn Museum, Brooklyn, NY

Original cataloging of Library special collections; copy cataloging of Art Reference Library material. Provided in-person and e-mail reference assistance using all areas of Libraries and Archives. Researched and compiled exhibition checklists for exhibition archive on the Museum's website. Maintained press release collection, updating and organizing on a regular basis. Oversaw, coordinated, and provided mentorship in the Museum's IMLS-funded internship program. Loaded metadata for digitized images of Libraries and Archives material into Luna. Inventoried curatorial files in Access database prior to archival processing, performed preliminary rehousing and stabilization.

1/2008 to 6/2008 Preservation Intern – New York Public Library Barbara Goldsmith Preservation Division, New York, NY

Prepared Donnell Children's Rare Books Collection for upcoming move: took inventory, cleaned materials, assessed short-term preservation needs, created dust jackets and protective enclosures. Cleaned books using HEPA vacuum. Performed preservation survey of NYPL's bound pamphlet collection: cleaned and measured volumes, assessed preservation needs, ordered custom enclosures, rehoused material.

2005 to 2008 Administrative/Library Assistant – The Conference Board, New York, NY

Provided reference assistance in a business-oriented research library. Processed and arranged archival collection for retired Corporate Secretary: performed rehousing and stabilization of material (including scanning and digitization). Managed all journal and database subscriptions and standing orders for the library and organization-wide. Purchased books for the library and other departments. Data entry in online library catalog. Was responsible for updating and maintaining organization-wide Business Continuity Plan. Processed and managed invoices, wrote quarterly and yearly budgets for the department. Updated and maintained organization-wide intranet. Compiled and tracked plans for all research and publishing.

2001 to 2003 Graduate Assistant – Kent State University Library Archives & Special Collections, Kent, OH

Processed and arranged collections. Stabilized and rehoused material. Created finding aids. Prepared archival housing for items. Planned and implemented exhibits in the reading room exhibition space. Prepared findings aids for the web. Scanned and digitized material. Assisted patrons with access and reference questions. Shelled and filed material.

1998 to 2002 Library Assistant – New York University Bobst Library Reserve Department, New York, NY

Assisted patrons with locating and using periodicals and microforms and accessing items placed on reserve. Processed and prepared items to be placed on reserve. Organized and filed reserve items, periodicals, and microforms.

PROGRAMS PRESENTED

Selection of one- and two-day workshops: Emergency Preparedness: Testing & Evaluating Your Plan; Essential Policies & Procedures for Cultural Institutions; Preservation Planning for Cultural Institutions; Protecting Collections: Disaster Prevention, Planning, & Response (2 days); Understanding Archives: An Introduction to Archival Basics

Selection of Conference Presentations: AASLH Annual Meeting, St. Paul, MN (2014): Chaired and presented in "Working Together for Better Preparedness: Cooperative Disaster Networks" session; AIC Annual Meeting, San Francisco, CA (2014): Co-presented "Sustaining the Cultural Community: The Stewardship Resource Center as a Model for Preventive Conservation" session; MARAC Spring Meeting, Cape May, NJ (2012): Moderated "Fundamentals of Emergency Preparedness: Conducting Risk Assessments" session.

PUBLICATIONS

Co-authored "Thinking Big: Launching a Statewide Collections Education and Advocacy Initiative" with Katherine Magaziner in *Archival Outlook* (March/April 2013).

Authored "Emergency Preparedness" chapter in *Preserving Local Writers, Genealogy, Photographs, Newspapers and Related Materials* ed. Carol Smallwood and Elaine Williams. Lanham, MD: Scarecrow Press, 2012.

PROFESSIONAL AFFILIATIONS

Member of the American Library Association; Member of the American Association for State and Local History; Member of the Delaware Valley Archivists Group; Advisory Committee Member of the Hidden Collections Initiative Pennsylvania Small Archival Repositories Project; Secretary for the Mid-Atlantic Regional Archives Conference; Member of the Museum Council of Philadelphia and the Delaware Valley; Preservation Section Program Chair for the Society of American Archivists.

STEPHENIE SCHWARTZ BAILEY

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PROFESSIONAL EXPERIENCE

Education Program Manager - Conservation Center for Art & Historic Artifacts (CCAHA), Philadelphia, PA

Promoted from conservation technician to develop and present educational programs and training workshops on preservation topics, including curriculum and content development; logistics planning; speaker recruitment; publicity; and travel and catering. Monitor and report program expenses and survey statistics to funders. Lead tours of CCAHA to public groups, private clients and students. (2011-Present)

Conservation Technician - Conservation Center for Art & Historic Artifacts (CCAHA), Philadelphia, PA

Constructed preservation housings for artifacts—including folios, boxes, a variety of mats, framing and sealed packages—using conservation quality standards and materials. Assisted conservators with treatment, gaining supplemental training in procedures and materials. (2009-2011)

Art History Workshops Leader - Seagate Elementary School, Naples, FL

Created original and innovative curriculum to teach historical periods and experimentation with art materials, to supplement core concepts learning in primary grade classrooms. (2005-2007)

Art Teacher - Temple Shalom Preschool, Naples, FL

Focused on teaching knowledge of world cultures and skills in drawing, painting and lettering. Developed and directed annual art exhibition fundraiser. (2004-2007)

Curatorial Manager - The RevsInstitute® for Automotive Research, Naples, FL

For this private collection of historic automobiles, photographs and automotive memorabilia, managed daily organization of curatorial documents. Created a system of tracking that increased efficiency and access in the archives and library. Using museum-based software, created a collections management database that merged automobile technical statistics with finding aids to archival material. (1998-2003)

Adjunct Professor - Edison State College, Fort Myers, FL

Taught *Art History I: Pre-History to Renaissance* and *Art History II: Mannerism to Modern*. (1998–2001)

Assistant to the Curator of American and British Paintings - National Gallery of Art, Washington, DC

Responsible for departmental correspondence and logistics planning for exhibitions, working closely with curators to negotiate loan contracts through production process and coordinating installation of artwork in galleries. Edited promotional publications and secured image permissions for catalogues. Contributed to written essays in systematic catalogues. (1994-1997)

STEPHENIE SCHWARTZ BAILEY

(b) (6)

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EDUCATION

1996 MA, Art History, The George Washington University, Washington, DC

Art History Department Fellow and Graduate Teaching Assistant, 1994 and 1995

1992 BA, Art History, Beloit College, Beloit, WI

1991 Linguaviva Scuola d’Italiano, Florence, Italy

PROFESSIONAL PRESENTATIONS AND AFFILIATIONS

Caring for Paper Collections: Basic Care, Handling and Assessing Storage Needs,

The RevsInstitute® for Automotive Research, Naples, FL (2015)

Constructing Basic Storage Enclosures for Paper Collections,

CCAHA, Collections Care Training Series, Philadelphia, PA (2011-2013)

Preserving Your Automobile Memorabilia,

Antique Automobile Car Association Annual Meeting, Philadelphia, PA (2012)

Board Member, Philadelphia Area Conservation Association (2014 to present)

Member, Association of Historians of American Art (2014 to present)

COMMUNITY ACTIVITIES

2011 **Chairperson**, Legacy Art Project, Swarthmore-Rutledge School, Swarthmore, PA

With Philadelphia environmental artist Jennifer Frudakis and graduating class, designed and constructed an outdoor metal sculpture, a wishing-tree expressing students’ hopes for the future.

2009-2011 **Art classroom volunteer**, Swarthmore-Rutledge School, Swarthmore, PA

Assisted art teacher in materials preparation for weekly lessons and supported students during lessons in the classroom.

2005-2007 **Director**, *GotArt?* Fundraising Gala, Temple Shalom Preschool, Naples, FL

Guided students in making “masterpieces” for auction, resulting in \$10,000 of sales that were invested directly into the school’s art program.

LEE PRICE

Director of Development, Conservation Center for Art and Historic Artifacts

EXPERIENCE:

- 2001 – Present Director of Development, Conservation Center for Art and Historic Artifacts
Provide day-to-day leadership for the Conservation Center’s fundraising program. Duties include writing and assembling grant requests, tracking grant projects, researching new funding sources, marketing preservation initiatives, and promoting conservation projects.
- Developed electronic surveys and served as survey analyst and lead writer for Pennsylvania “Connecting to Collections” Preservation Plan for collecting institutions (2008-2009), the New Jersey “Connecting to Collections” Preservation Plan for collecting institutions (2009-2010), and the West Virginia “Connecting to Collections” Preservation Plan for collecting institutions (2010-2011). Assisted with development and analysis of constituent surveys and focus groups for CCAHA in 1999, 2007, and 2012. Currently leads strategic planning for collecting institutions in New York State through the Documentary Heritage and Preservation Services of New York.
- Assisted with the development of grant applications for cultural organizations with conservation-based initiatives, including the Franklin Tercentenary Consortium, the Pennsylvania State Archives, the New Jersey State Archives, the State Library of Pennsylvania, the Society of the Cincinnati, the Franklin Institute, the Atwater Kent Museum of Philadelphia, the Architectural Archives at the University of Pennsylvania, the Barnes Foundation, the Civil War Museum of Philadelphia, the University of Delaware, Christ Church Preservation Trust, the Penn Museum, the Schwenkfelder Library and Heritage Center, the David Library of the American Revolution, the Lutheran Archives Center, Wyck, the Reconstructionist Rabbinical College, Ursinus College, the Linda Hall Library, Pennsylvania Hospital, and the African American Museum in Philadelphia.
- In 2012 and 2013, assisted with the development and implementation of “Pennsylvania’s Top 10 Endangered Artifacts” project, which created a crowdfunding platform to promote and raise funding for ten conservation projects in the state.
- 1993 – 2001 Owner, Price-Meyer Associates
Managed a fundraising and marketing research consulting organization, specializing in serving non-profit agencies. Services included grant writing, annual appeals, market analysis, research, and strategic planning. Wrote and received grants totaling over \$20 million for the Conservation Center for Art and Historic Artifacts, Center in the Park, Historic Bartram’s Garden, Vita Education Services, Bowman’s Hill Wildflower Preserve Association, Awbury Arboretum Association, Delaware County Family Centers, Delaware County Intermediate Unit Education Foundation, Historic St. Peter’s Church Preservation Corporation, The Multicultural Resource Center, Lutheran Settlement House, Upper Darby School District, Friends of Libraries USA, and Trinity Center for Urban Life. Assisted with the creation, implementation, and analysis of three marketing surveys for the Conservation Center for Art and Historic Artifacts (Philadelphia, PA).
- 1993 – 1997 Associate, Development Consulting Services
As a part-time consultant for Development Consulting Services (Philadelphia, PA), I assisted with the foundation and corporate grantwriting components of a \$14 million

capital campaign for the Schuylkill River Development Council; foundation and major donor solicitation of a \$5 million capital campaign for the Fairmount Water Works; foundation and corporate grantwriting for the Kardon Institute of Music; and the membership campaign and foundation grantwriting components of a \$2.4 million capital campaign for the Peter Wentz Farmstead Society.

- 1991 – 1993 Assistant to the Executive Director, ACCESS, Inc
Responsible for all fundraising, special event, and public relations activities for an agency providing residential care services for over 100 clients with developmental disabilities.
- 1984 – 1989 President, Priceless Publications, Inc
Established and managed a publications management service for the Philadelphia area using new computer publishing technology.

LECTURES AND PRESENTATIONS:

- 2004-Present “Fundraising for Preservation and Conservation,” full-day educational program presented 40 times from 2004 – present.
- 2014-Present “Creative Social Media for Collecting Institutions,” full- and half-day workshops.
- 2013 “Crowdfunding for Museums,” organized and moderated panel discussion at Mid-Atlantic Association of Museum’s annual meeting in Washington, DC.
- 2007-2008 “Raising the Match: Fundraising for Preservation and Conservation” educational program presented twice in Philadelphia, PA.
- 2006-2008 “Telling the Story: Promoting Cultural Collections,” educational program presented four times from 2006 – 2008 in Philadelphia, PA, and Portland, OR.
- 2008 “The Cinderella Story: The Power of an Artifact Transformed,” organized and moderated panel discussion for the Mid-Atlantic Association of Museum’s annual meeting in Washington, DC, in October 2008.

OTHER MUSEUM AND LIBRARY EXPERIENCE:

Wrote chapter on digital philanthropy for libraries for *Successful Fundraising in Libraries: Best Practices* (Rowman & Littlefield).

Contributing Editor and Columnist, “Bringing in the Money,” from 2008 to 2013 for bi-monthly national journal, *Public Libraries*, published by the Public Libraries Association of the American Library Association.

Public Libraries column “Oh! The Money You’ll Raise” adapted into video by the Public Libraries Association with funding from the Bill and Melinda Gates Foundation.

Blog writer: *June and Art* at juneandart.blogspot.com, *Preserving a Family Collection* at preservingafamilycollection.blogspot.com, and *21 Essays* at 21essays.blogspot.com.

EDUCATION

- 1978-1982 Pennsylvania State University, Main Campus
Bachelor of Arts degree in honors English.

MONIKARHUE (Nooma)

(b) (6)

(b) (6)

EDUCATION

May 1991	B.A. Telecommunication, Johnson C. Smith University (JCSU)
August 2002	MLIS University of North Carolina at Greensboro
January 2004	Public Library Certification
August 2008	ACRL Harvard Leadership Institute Certificate
August 2015	Online Teaching Certification, Online Learning Consortium

PROFESSIONAL NARRATIVE:

Monika Rhue has an extensive background in project management. Mrs. Rhue is currently serving as the Director of the James B. Duke Memorial Library, Johnson C. Smith University. Mrs. Rhue work experiences include library management, grant writing, teaching basic archival instruction, serving as an archival consultant, conducting oral histories, museum curation, managing information literacy training. Currently, Mrs. Rhue is serving on the HistoryMakers advisory board and the planning advisory team for 2018 Radcliffe Workshop on Technology and Archival Processing. Mrs. Rhue also serves as an archival consultant for the State Archives of North Carolina Traveling Archivist Program and 2017-2018 Board Chair for HBCU Library Alliance.

MENTORSHIP

2016: Wayne State University School of Library and Information Science, Increasing Library Leadership.
2011-2013: Academic and Cultural Enrichment (ACE) Scholars Program at the University of North Carolina at Greensboro. **2008-2010:** Oberlin College, Recruiting Tomorrow's Library Leaders program

PROJECT MANAGEMENT

2017-2018: Partnership grant with Cultural Blocks to capture and preserve the rich heritage of the West Corridor neighborhoods. Management of preservation workshops, collecting oral neighborhood histories and managing the development of the West Corridor Neighborhood Heritage Collection website.

April 10, 2017: Preserving Your Neighborhood Artifacts

June 23, 2017: Preserving Us: Digital and Preservation Event

2015-2016: Robert Brown Oral History project involved conducting a preliminary assessment of his photographs, documents, and monthly visitation to do oral history centered around his photograph collection. Dr. Robert J. Brown is the chairman and chief executive officer of B&C Associates. Dr. Brown was the special assistance to President Nixon from 1968-1973 and the first and only U.S. Businessman to have met with Nelson Mandela during his incarceration at Pollsmoor prison in South Africa.

2015-2016: HBCU Library Alliance LYRASIS Photographic Preservation Round III involved the Photo Archivist rehousing 21,461 prints into new folders and containers, continuation of digitizing the collection, placing 2,861 images on SmugMug, and creating an exhibit. The project allowed students from the public history graduate program at the University of North Carolina at Charlotte (UNCC) to pair with students from JCSU public history program on designing and planning the Peeler exhibit. Student interns helped with the digitization, creating metadata, Peeler exhibit, and received conservation training at the University of Delaware.

2014-2016: JCSU received the Institute of Museum and Library Services grant in July 2014 to manage a two-year project to develop a program and traveling exhibit titled *Giving Back: The Soul of Philanthropy Reframed and Exhibited*. The exhibit provided evocative images and incisive narratives from the award-winning book *Giving Back: A Tribute to Generations of African American Philanthropy* by Valaida Fullwood and Charles W. Thomas. The *Giving Back: The Soul of Philanthropy Reframed and Exhibited* premiere opening was on February 20, 2015 at JCSU with over 400 visitors.

2013-2014: Library Services and Technology Act (LSTA) to digitize the James Gibson Peeler collection. The LSTA Project Access & Digitization grant allowed the library to digitize Peeler's photographs.

2012-2013: The HBCU Library Alliance LYRASIS Photographic Preservation project to help process the James G. Peeler Photograph Collection. Over 200,000 photographs and negatives that document the history and culture of Charlotte's African American population.

MUSEUM RESEARCH & CURATION

2017: Research and designed a traveling exhibit for the celebration of JCSU's 150th Anniversary. Six panels with artifacts were displayed at the 9th Annual Gala celebration. Included in the exhibit were items donated by the Biddle family. The formal black lace dress of Mrs. Mary D. Biddle was the main attraction and artifacts of Major Henry J. Biddle. Six descendants of the Biddle family attended the Gala on April 8, 2017. The Biddle family donated a signed copy of Major Henry D. Biddle military paperwork signed by President Lincoln, his confederate hat, picture, Mary D. Biddle Dress, and blouses.

2014: Research and designed the *No Roadmap* exhibit. The *No Roadmap* exhibit portrays the struggle of Black Physicians in Charlotte, North Carolina journey to integrate Mecklenburg County's hospitals and the state medical society. Exhibit featured key historical facts and pioneers, like Dr. Emery Rann and Dr. Reginald Hawkins both alumni of Johnson C. Smith University that influenced the decisions to ensure quality healthcare for African Americans. The exhibit is currently (2017) on display at University of North Carolina Charlotte.

PROFESSIONAL WORK EXPERIENCES

Adjunct Professor, University of North Carolina at Greensboro · August 2012-2013

Adjunct Professor, Johnson C. Smith University, Charlotte, NC · August 2007-2009

Archival Services Librarian, Johnson C. Smith University, Charlotte, NC · 2002-October 2007

Board Appointments

- **2018-2018:** Board Chair for North Carolina Independent Colleges and Universities, SACS COC Affinity Group,
- **2017-2018:** Radcliffe Institute for Advanced Study Digitization Initiative at Harvard University Workshop Advisory Board
- **2017-2018:** theHistoryMakers Higher Education Advisory Board
- **2017-2019:** Board Chair for the HBCU Library Alliance
- **2013-2016:** the HBCU Library Alliance Board Treasurer, and Vice Chair
- **2012-2016:** NC LIVE PAC Committee
- **2010-2012:** Board of Directors College Library Director's Mentor Program and the Academic and Cultural Enrichment (ACE) Scholars Program at the University of North Carolina at Greensboro
- **2009:** Serve as a representative for the Library Sciences Delegation to the Republic of South Africa
- **2006-2009:** North Carolina Exploring Cultural Heritage Executive Board
- **2007:** Appointed as JCSU representative by the North Carolina State Library to be a part of *Connecting to Collection: National Conservation Summit*, sponsored by Institute of Museum and Library Services, Washington, DC, June 27-28, 2007. JCSU was the only HBCU from North Carolina selected to be a part of the summit.
- **2006-2007:** President on the Society of North Carolina Executive Board, March

Scholarships

- **2012:** Council on Library and Information Resources/Council of Independent Colleges to attend the University of North Carolina's DigCCurr Professional Institute at Chapel Hill
- **2008:** ACRL Harvard Leadership Institute Scholarship
- **2008:** Historically Black Colleges and Universities Leadership Institute.

Awards/Honors

- **2017:** The Moses S. Belton Award for Distinguish Services, Johnson C. Smith University
- **2013:** The Sara J. Stewart Distinguished Service Award, Johnson C. Smith University
- **2007:** Grant Person of the Year Award, Johnson C. Smith University,
- **2006:** Rising Star Grantsmanship Award, Johnson C. Smith University

CURRICULUM VITAE

Jamal Fisher

(b) (6)

Education

- M.L.S. North Carolina Central University, School of Library and Information Science
Concentration: Public Libraries and Diversity in Libraries
- B.A. University of North Carolina--Greensboro, College of Arts and Sciences
Political Science

Professional Experience

Ike Skelton Library/Joint Forces Staff College
National Defense University (NDU)
Academic Specialist (Reference Librarian)

Norfolk, VA
Oct. 2017-Present

Responsible for providing rigorous and engaging instructional services that incorporate active learning, in person and online, utilizing Bloom's and Krathwohl's Taxonomies, in a graduate and military education environment. Specific activities include curriculum development and instructional design in coordination with NDU faculty and creation of instructional tools and products integrated into the current learning management system. Experience is being applied to assessment of resources in general circulation, historical documents, special collections, and archival areas of the library collections, and developing customized research consultations in the expertise areas of national security, ethics, peacekeeping, strategy, unmanned systems, and international security cooperation.

Hollis F. Price Library/LeMoyne-Owen College (LOC)
Circulation/Reference Librarian

Memphis, TN
Sep. 2015-Oct. 2017

Accomplishments:

- Lead the implementation of a new circulation registration policy and procedure establishing the LOC ID as the library card for all LOC affiliated users
- Through development of innovative engagement programs continue to enhance the awareness of the value of the library
- Using technology to more effectively assess information literacy and library resources and improve workflow of circulation and reference operations
- 80% of students assessed strongly agreed that they felt more confident to do research independent of the librarian as a result of participating in the library's information literacy sessions
- Increased new patrons by 30% within first year
- Increased circulation by 23% within first year

Levi Watkins Learning Center/Alabama State University (ASU)
Reference Librarian, Special Collections Manager, Instructor

Montgomery, AL
Sep. 2010-Jul. 2015

Accomplishments:

- Selected to serve as a Professional Mentor in the Wayne State University/HBCU Library Alliance Project Increasing Diversity of Librarians (Project IDoL) Program (2015-2017)
- Promoted to Manager of the Ollie L. Brown Afro-American Heritage Collection (2012)
- Expanded access and increased circulation of Special Collections resources by developing a browsing section, implementing ready reference area, and updating policies, services, and resources
- Named an Emerging Leader by the Historical Black College and University Library Alliance

Professional Activities

Awards

- HBCU Librarian Alliance Emerging Leader, 2012
- Levi Watkins Learning Center Librarian of the Year, 2010
- Institute of Museum and Library Services Diversity Scholar, 2007—2009
- American Library Association Reach 21 Scholar, 2009

Online Presentations

- *Rethink! Reimagining Library as Place*, Pt. 2. HBCU Library Alliance, July 27, 2016. Webinar. Facilitator.
- *Rethink! Reimagining Library as Place*. HBCU Library Alliance, February 24, 2016. Webinar. Facilitator.
- "Creating Change through Conversation." HBCU Library Alliance, October 17, 2013. Webinar. Facilitator.

Institutes

- Historical Black Colleges and Universities Library Alliance Leadership Institute, Atlanta, GA, 2012-2013.
- American Library Association Spectrum Leadership Institute, Chicago, IL, July 2009.

Conference Participation

- "The Anchor Holds: Enhancing the Relevancy of Academic Libraries in Modern Times." Historical Black Colleges and Universities Library Alliance (HBCULA) Membership Meeting, Atlanta, GA October 10-11, 2016. Presenter.
- Robert and Jean Graetz Symposium on Human Rights and Reconciliation, Montgomery, AL, April 9, 2015. Co-Organizer.
- Robert and Jean Graetz Symposium on Human Rights and Reconciliation, Alabama State University, Montgomery, AL, March 11, 2014. Presenter.
- "Blueprint: Building Cultural Learning at Alabama State University Library." Historical Black Colleges and Universities Library Alliance (HBCULA) Leadership Institute, Atlanta, GA November 8—11, 2012. Presenter.

Professional Service

Professional

- Member: Digital Library Federation/HBCU Library Alliance Liberal Arts Pre-Conference Planning Committee, 2017
- Editor: HBCU Library Alliance Pulse Blog, 2015—Present
- Mentor: Wayne State University School of Library Information Science Project Increasing Diversity of Librarians (I.D.O.L), 2014-2016
- Co-Chair: Black Caucus of the American Library Association Services to Special Populations Taskforce, 2012—2013
- Member: HBCU Library Alliance Leadership Institute Sustainability Committee, 2011-present

Community

- Board of Director: Robert and Jean Graetz Foundation
- Member: Human Rights Campaign--Montgomery Team, 2015
- Co-Chair: One Montgomery, 2014—2015
- Grant Reviewer: Alabama Humanities Foundation, 2014-2015

ANDREA RENÉE JACKSON

5720 S. Woodlawn Avenue, Chicago, IL 60637

andreaaj@uchicago.edu (773) 702-0653

EXPERIENCE

Black Metropolis Research Consortium (Univ. of Chicago, Chicago, IL) *September 2017 – Present*

Executive Director

- Provide strategic leadership and operational management for Consortium activities
- Serve (ex-officio) on Consortium Board to facilitate initiatives and recruit members
- Cultivate, manage and enhance institutional member relationships for fifteen archival and cultural institutions; pursue potential Consortium members
- Serve as principle spokesperson for Consortium, and spread awareness of activities and programs
- Pursue funding opportunities to support planning and implementation of Consortium initiatives and programming
- Supervise professional staff
- Direct program initiatives such as the Short-Term Fellowship Program supporting scholarly research within Consortium archives, and the Archie Motley Internship Program to provide practical archives work experience for undergraduate and graduate students
- Provide archival and historical expertise for internal and external customers, particularly related to the history, culture, and archival documentation of African Americans
- Participate in national, regional and local professional development activities and committees
- Oversee strategic planning, outreach and engagement activities

Atlanta University Center Robert W. Woodruff Library (Atlanta, GA)

Head of Archives Research Center

December 2009 – August 2017

Interim Head of Archives & Special Collections

October 2008 – December 2009

- Provided operational leadership and direct collection development for full archival repository with varying formats – manuscript, archival, photographic, audio, video and book collections
- Provided archival and historical expertise for internal and external customers; particularly related to the history and culture of African Americans, African Diasporic people, civil rights, social movements, and Historically Black Colleges and Universities
- Supervised and evaluated performance of (average of) six FTE professional, technical, and grant project employees, as well as student employees, interns and volunteers;
- Wrote and served as Project Investigator and co-Project Investigator for execution of processing and digitization grant projects; successfully awarded funding for two grants from National Endowment for the Humanities (over \$305,000.00), two grants from the Andrew W. Mellon Foundation (over \$119,000.00), and one grant from Council on Library and Information Resources (over \$447,000)
- Managed departmental budget including acquisitions, supplies, professional development
- Oversaw development of departmental strategic planning, and participated in library-wide strategic planning steering committee
- Fostered, enhanced, and maintained ongoing, positive donor relationships
- Created, revised, and directed implementation of departmental policies and procedures including appraisal, processing, arrangement, and description, reference and access, security, reformatting and digitizing, preservation, and handling of archival and manuscript materials
- Oversaw reference implementation for average of 2000+/year remote and in-person inquiries – including digital collections, Morehouse College Martin Luther King Jr. Collection and Tupac Amaru Shakur Collection
- Planned and directed outreach activities, fellowships, special projects, conferences, programs, tours, and exhibits, and developed collaborations – notably, first HBCU-hosted ARL/SAA Mosaic Fellowship, UNCF-Mellon Archives Research Institute, *The People's Mayor* – Maynard Jackson traveling exhibit, and the Tupac Amaru Shakur Collection Conference
- Partnered with educators to provide instruction and create archival supported assignments and curriculum, such as the Walter Rodney Speakers Series

EDUCATION

Leadership Institutes

Leadership Institute for Academic Librarians (Harvard Graduate School of Education) *July 2017*
Archives Leadership Institute (Univ. of Wisconsin - Madison) *July 2011*

New York University (New York, NY) *May 2003*

- Master of Arts Degree
- Certification - Archival Management & Historical Editing
- *Major* – United States History; *Concentration* - African American History

Spelman College (Atlanta, GA) *May 2001*

- Bachelor of Arts Degree; *Cum Laude, Departmental Honors*
- *Major* – History *Minor* – Sociology

GRANTS

- “Our Story: Digitizing Publications and Photographs of the Historically Black Atlanta University Center Institutions,” funded by Council on Library and Information Resources, Jun. 2017 – Dec. 2019
- “Spreading the Word: Expanding Access to African American Religious Collections at the Atlanta University Center Robert W. Woodruff Library,” funded by National Endowment for Humanities, Jul. 2015 – Jun. 2018
- HBCU Preservation Project – Round III, funded by Andrew W. Mellon Foundation, LYRASIS, Nov. 2014 – Oct. 2016
- “Atlanta University Center Woodruff Library Archival Collections Preservation Needs Assessment,” funded by National Endowment for Humanities, Jan. 2013 – Jun. 2014
- “Preservation of Photographic Collections in HBCUs” Project – Round II, funded by Andrew W. Mellon Foundation, LYRASIS, Apr. 2012 – Nov. 2013

PROFESSIONAL AFFILIATIONS AND HONORS

- Recipient of AUC Woodruff Library Leadership Award, 2016
- Member of Phoenix Award-winning Coalition to Remember the Atlanta Race Riot, 2006-2007
- Society of American Archivists: Mosaic Scholarship Selection Committee, 2015-present; Appointments Committee, 2017; Annual Meeting Host Committee, 2016; Former Co-Editor and Editor of *Archivists and Archives of Color Roundtable Newsletter*
- Association for the Study of African American Life and History
- Chicago Area Archivists
- Midwest Archives Conference

SELECTED PRESENTATIONS, PUBLICATIONS, EXHIBITIONS, AND PROJECTS

- “Funding the Future of African American Religion Archival Collections,” *Journal of Theological Librarianship*, co-author: <http://digitalcommons.auctr.edu/libpubs/6/>
- **Tupac Amaru Shakur Collection Conference** – Planning Committee, Sept. 2012, AUC Woodruff Library: <http://digitalcommons.auctr.edu/tascc/>
- National Conference of African American Librarians – Aug. 2017, co-presenter for “**Digital Collections and Civil Rights: Archivists’ Perspectives on Making Movement History Accessible Beyond the Archival Walls**” panel
- Association for the Study of African American Life and History Centennial Conference – Aug. 2016, Co-presenter for “**Unearthing African American Memory: Collaborative Efforts between Historians and Archivists**” panel
- Oberlin Group Digital Scholarship Conference – Jun. 2016, co-presenter for “**A Digital Quandary: Limited vs Broadly Accessible Collections**” panel

Tasha Lucas-Youmans

(b) (6)

ttlucas@cookman.edu

EDUCATION

Bachelor of Science: Library and Information Science, University of Southern Mississippi, Hattiesburg, MS; December 1999.

Master of Library and Information Science, University of Southern Mississippi, Hattiesburg, MS; August 2002.

Doctorate of Philosophy: Leadership in Higher Education, Capella University, Minneapolis, MN, December, 2009

EXPERIENCE

Dean of the Library/Chief Librarian: Bethune-Cookman University, Daytona Beach, FL-July 2007-Present

Interim Library Director: Bethune-Cookman College, Daytona Beach, FL-June 2006-June 2007.

- Responsible for staffing, collection development, planning and development of policies and procedures.
- Supervise reference, circulation, technical processing, and archival departments.
- Prepare budgets and reports.
- Oversee extension campus libraries (Miller Center Library and Delton Campus Library)
- Supervise the University Archives
- Supervise the Mary McLeod Bethune Foundation: A National Historic Landmark
- Coordinate library activities and forums.
- Represent library on college committees
- Oversees grant developments and applications.

Bibliographic Instructor/ Reference Librarian: Bethune-Cookman College, Daytona Beach, FL - February 2005-June 2006

- Provide information services and instruction to students and faculty including reference services, bibliographic and electronic instruction.
- Assist with circulation duties as needed.

Asst. Director of Library Services: Jarvis Christian College, Hawkins, TX. -August 2002-January 2005

- Assume management responsibilities in the Director of Library Services' absence. Interpret library policies and procedures to the staff and patrons; resolve technical

- problems, and patron complaints, referring major issues to the Director of Library Services.
- Supervise the work of student workers, including conducting performance evaluations, clarifying performance expectations, initiating appropriate corrective action when necessary.
- Provide library instruction for various courses
- Perform collection development tasks including selecting library materials for purchase.
- Perform cataloging duties as dictated by workflow.
- Served on the ITAP (Instructional Technology and Assistance Project) Committee

Librarian: Raines Elementary School, Jackson Public School District, Jackson, MS
August 2000-July 2002.

- Planned and taught library lessons for pre-K through fifth grade students.
- Taught Success for All (SFA) Reading to second through fifth grade students.
- Supervisory responsibility for the school's library operations.
Administers the annual budget for media materials and services based on District and building goals, coordinates requisitions for such media materials, equipment and services and maintains an accurate record of expenditures.

Librarian: Brown Elementary School, Jackson Public School District, Jackson, MS
January 2000-July 2000.

- Planned and taught library lessons to kindergarten through fifth grade students.
- Ordered and cataloged materials to support the various curriculums.

PRESENTATIONS

“ITAP: Getting A Lot Out of A Little” Co-Presenter at the International Society for Exploring Teaching and Learning Annual Conference 2004, Baltimore, Maryland.

“Marketing Library Services” Co-Presenter at the HBCU Library Alliance Leadership Institute, April 2006, Atlanta, Georgia.

“Bethune-Cookman University’s Photographic Preservation Project” Presenter at the HBCU Library Alliance Bi-Annual Meeting, October 21, 2012, New Orleans, LA.

“Leading the Way: Bethune-Cookman University’s Photographic Preservation Project”-Presenters: Dr. Tasha Lucas-Youmans, Dean of Libraries, Bethune-Cookman University (FL); Dr. Ashley Robertson, Curator/Director of the Mary McLeod Bethune Foundation; Joseph Campbell, Reference Librarian, Bethune-Cookman University (FL), October 28, 2014, Online Webinar

ACTIVITIES

Historically Black Colleges and Universities Library Alliance- Member of the Board of Directors 2013-present

Volusia Literacy Council-Member of the Board of Directors 2014-present

American Library Association (ALA)

Florida Library Association (FLA)

National Education Association (NEA)

Debra Hess Norris

ADDRESS

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EXPERIENCE

Sept 2010 - 2017 Associate Dean for Graduate Education, College of Arts and Sciences
Jul 2008-Sept 2010 Vice Provost for Graduate and Professional Education
May 2003 Professor, Art Conservation Department, University of Delaware
Sept. 2001 - Chair, Art Conservation Department, University of Delaware

EDUCATION

1977 - 1980 M.S. - Art Conservation, Winterthur/University of Delaware Program in Art Conservation
Major Area of Study: Photograph Conservation - Minor Area of Study: Paper Conservation
1973 - 1977 B.A. - Art History and Chemistry, University of Delaware

RECENT PUBLICATIONS

Fundraising for Conservation Education, Eight Days a Week, (co-author Joyce Hill Stoner), ICOM-CC Triennial Meeting, Working Group on Education, Conference Preprints, Copenhagen, Denmark, September 2017, in publication.

Preventing Destruction: Preserving Our Photographic Heritage, (Co-author Jennifer Jae Gutierrez) *American Art*, in publication.

All You Need is Love? The Preservation of our Global Photographic Heritage. Papers presented at the ICCROM- Sound and Image Collections Conservation program (SOIMA) Conference, Brussels 2015, in publication.

Global Needs in the Preservation of Photographic Materials, 2011 International Photograph Conference *30 Years of Photograph Conservation Science*, Logroño, Spain, October 2015.

Organizing a Workshop in West Africa, (Co-authors Nora W. Kennedy, Bertrand Lavédrine, Franck Ogou) *Topics in Photograph Conservation*, American Institute for Conservation Photographic Materials Group, 2016.

New Directions in Photograph Conservation, (Co-authors Nora W. Kennedy, Bertrand Lavédrine) Papers Presented at the Hermitage State Museum, St. Petersburg, Russia, in publication.

Collaboration, Sustainability, and Reconciliation: Teaching Cultural Heritage Preservation and Management in Iraq, (Co-authors Jessica C. Johnson, Drayman-Weisser, T, Lione, B, Norris, D, Price, L, Salih, S, Shemdin, G), International Council of Museums – Committee on Conservation, 2014 Conference Preprints, Paris, France.

Photograph Conservation Globally: Educational Needs, Milestones, and Challenges, (Co-authors Nora W. Kennedy and Bertrand Lavédrine), International Council of Museums – Committee on Conservation, 2014 Conference Preprints. Paris, France.

The Middle East Photograph Preservation Initiative 2011-2013: Mapping Photograph Archives and Training Collection Keepers, (Co-authors Rima Mokaiesh, Zeina Arida, Nora W. Kennedy, and Tram Vo), presented at the 2013 AIC-PMG & ICOM-CC Photograph Conservation Joint Winter Meeting in Wellington, New Zealand, 2014.

Effective Advocacy and Partnerships: Lessons Learned from Global Photograph Preservation Initiatives, (Co-authors Martin Jürgens, Nora Kennedy, Bertrand Lavédrine, Paul Messier and Tram Vo), presented at the 2013 AIC-PMG & ICOM-CC Photograph Conservation Joint Winter Meeting in Wellington, New Zealand, 2014.

Käsebier's Photographic Printing Methods and their Long-Term Preservation, (Co-authors: Jennifer J. Gutierrez and Greta Glaser), Gertrude Käsebier Exhibition Catalogue, UD Museums, June 2012 (in press).

RECENT SELECTED WORKSHOPS AND SEMINARS (2012-16)

The Preventive Care of Photographic Materials, an eight-day workshop for 16 participants from the Middle East as part of MEPPi with Nora Kennedy, Bertrand Lavedrine and Tram Vo, Rabat, Morocco, October 2016.

Photographic Preservation, Fundraising and Advocacy, a four-day workshop for 70+ participants from Latin America and the Caribbean region, sponsored by APOYOnline, Medellin, Colombia, August 2016.

Education and Training Strategies in Photograph Preservation Globally, a half-day workshop ICCROM- Sound and Image Collections Conservation program (SOIMA) Conference, Brussels, 2015.

It Won't Be Long: The Preservation of Our Photographic Heritage with a Little Help from My Friends...Just Imagine, a two-day workshop on the preservation of photographic collections, Trinity College Library, Dublin, Ireland, June 2015.

Summer Institute in Photograph Conservation at the University of Delaware, a six-day workshop co-taught with Shannon Brogdon-Grantham for ten undergraduate students from five Historically Black Colleges and Universities, in collaboration with The Andrew W. Mellon Foundation and other partners, Newark, Delaware, June 2015.

Conservation Education in South Africa, a 2.5-day workshop hosted by the University of Pretoria and the Andrew W. Mellon Foundation, Pretoria, South Africa, March 2015.

The Preservation of Photographic Materials: A Five-Day MEPPi Follow-up Meeting, Arab Image Foundation and American University of Beirut, Beirut, Lebanon, January 2015.

Master Class in Photograph Conservation, a four-day workshop at the National Archives of Australia, Canberra, Australia, September 2014.

Préservation du Patrimoine Photographique Africain (3PA), a four-day workshop at the School of African Heritage in Benin, West Africa for 24 participants, primarily from West Africa, April 2014.

Preservation of Photographic Materials, an eight-day workshop in preservation as part of the Middle East Photograph Preservation Initiative (MEPPI), with the Arab Image Foundation, Amman, Jordan, January 2014.

Middle East Photograph Preservation Initiative, a five-day advanced course with the Arab Image Foundation, The Metropolitan Museum of Art, and The Getty Conservation Institute, Istanbul, Turkey, September 2013.

Conservation Strategies for Humidity and Water-Damaged Photographic Materials, a two-week, team-taught workshop (15 participants from 12 countries globally) sponsored by the Getty Conservation Institute, Croatian State Archives, Zagreb, Croatia, July 2013.

Middle East Photograph Preservation Initiative, an eight-day workshop with the Arab Image Foundation, The Metropolitan Museum of Art, and The Getty Conservation Institute, Abu Dhabi, UAE, November 2012.

RECENT SELECTED LECTURES AND PRESENTATIONS (2014-16)

Here, There and Everywhere: The Preservation of our Global Photographic Heritage, presented by invitation as part of the Academic Program *Ideas that Dare to Change the World* for the Inauguration of President Dennis Assanis, The 28th UD President, December 2016.

Money Can't Buy Me Love... But It Can Help with Photograph Preservation! Invited lecture for the ICOM-CC Photographic Materials Working Group, Amsterdam, The Netherlands, September 2016.

The Preservation of Family Photographs APOYOnline, the Central Bank of Colombia, and the National Library of Colombia, Medellin, Colombia August 2016

The Preservation of our Global Photographic Heritage, presentation to Chinese Educators, English Language Institute Exchange, University of Delaware, June 2016.

The Preservation of Photographs: Lessons Learned in Collaboration, Advocacy, and Fundraising Eight Days a Week, Keynote lecture presented to DELPHI program, University of Delaware, June 2016.

Salvaging Memories: The Recovery of Fire-Damaged Photographs and Lessons Learned in Conservation and Kindness, American Institute for Conservation Photographic Materials Group, Annual Meeting, Montreal, Canada, May 2016.

Conservation Education and Training in the United States, lecture by invitation at Yale University as part of UN Global Colloquium of University Presidents for global panel dedicated to the role of Universities and Our Cultural Heritage: Teaching and Training. Yale University, April 2016.

Impact of the NEH on the Preservation of Cultural Heritage: Celebrating a 50 Year Legacy, Panel presentation by invitation of the NEH at College Art Association Annual Meeting, Washington DC, February 2016.

Communicating to be Heard: Taking the Terror Out of Public Speaking and The Preservation of Photographs, Inspiring Women in STEM Conference, Wilmington, Delaware, and October 2015.

SELECTED PROFESSIONAL ASSOCIATIONS AND ORGANIZATIONS

American Institute for the Conservation of Historic and Artistic Works (AIC): President (1993-1997); Member of the AIC Internal Advisory Group (1983-2002); Chairperson, Nominating Committee (2001-2002); Nominating Committee (1999-2001); Catalogue Committee, Photographic Materials Group (1998-2002); Chair, AIC Task Force on Emergency Mitigation and Response (1997-1999); Chairperson Ethics and Standards Committee (1990-1993); Collaborative Workshops in Photograph Conservation Advisory Board (2009-)

American Friends of Statens Museum for Kunst (AFSMK): Board Member 2009

Conservation Center for Art and Historic Artifacts (CCAHA): Chairman of the Board (2007-present and 2000-2003); Board Member (2004-2007); Secretary of the Board (2003-2004); Board Member (1997-2000)

Heritage Preservation: President (2003-2008); Vice-President (2001-2002); Board Member (1993-2001)

SELECTED AWARDS, HONORS & APPOINTMENTS

2016	Led 8-member UD Art Conservation Delegation to Cuba as requested by the National Endowment for the Humanities and a special grant Chairman's grant, to strengthen UD-Cuba relations
2016	AIC / College Art Association Award for Distinguished Scholarship and Conservation
2014	Member, UD Strategic Planning Committee Delaware Will Shine and Implementation Committee
2010 -	Appointed to the Department of Photographs Visiting Committee, Metropolitan Museum of Art
2010 – 2015	Appointed to the Advisory Council for the Preservation of Photographic Materials in the Hermitage Museum, St. Petersburg, Russia. A major four-year initiative, including the education and training of Russian conservators
2009	Co-Chair for <i>Connecting to the World's Collections: Making the Case for the Conservation and Preservation of our Cultural Heritage</i> . A Partnership Project of the Salzburg Global Seminar and The Institute of Museum and Library Services
2008	Assisted IMLS and Heritage Preservation with many aspects of two-year Connecting to Collections National Campaign
2007	Awarded the University Products Award for Distinguished Achievement in Conservation at the American Institute for Conservation of Historic and Artistic Works 36 th Annual Meeting
2006	UNESCO National Commission to the United States: Executive Committee
2004	Awarded the Sheldon and Caroline Keck Award at the American Institute for Conservation of Historic and Artistic Works 32 nd Annual Meeting
2004	Appointed Henry Francis du Pont Chair in Fine Arts
2002	Inducted into the University of Delaware Alumni Wall of Fame

Tina D. Rollins

(b) (6)

Education

Master of Library Science; (2009); Cum Laude
North Carolina Central University; Durham, NC

Bachelor of Science, Criminal Justice; (2000)
Old Dominion University; Norfolk, VA

Experience

July 2014- Current *Library Director, Hampton University; Hampton, VA*

- Serve as director of main campus and satellite libraries.
- Maintain departmental budget.
- Supervise and manage library staff.

November 2013-August 2014 *Assistant Librarian, Bryant and Stratton College; Hampton, VA*

- Serve as **part-time** librarian for Hampton campus.
- Provide reference and research assistance to students and faculty.
- Provide information literacy presentations to university community.

July 2012-July 2014 *Assistant Director, Technical Services Hampton University; Hampton, VA*

- Manage and direct technical services department of the Harvey Library.
- Select bibliographic services and products to enhance and improve patron services.
- Conduct technical training and cataloging workshops for staff.
- Attend local meetings and webinars regarding technical and public services.

2011- June 2012 *Collection Development Librarian Alabama State University; Montgomery, AL*

- Selected materials for collection.
- Conducted statistical analysis of university collection and usage through various formats.
- Created collection development policies for library.

2007- 2010 *Library Technician the University of North Carolina at Chapel Hill; Chapel Hill, NC*

- Received and processed new firm orders into Millennium ILS.
- Routed materials to appropriate departments for further processing.

2006-2007 *Serials Assistant Virginia State University; Petersburg, VA*

- Supervised part-time employees and student workers in department and assisted other departments as needed.
- Processed incoming serials and routed to appropriate departments.

February- August 2006 *Substitute Teacher VA. Dept. of Correctional Education; Richmond, VA*

- Served as a substitute teacher at various DOC juvenile institutions in Central Virginia area.
- Conducted classes and followed lessons plans in accordance with Virginia Standards of Learning Objectives.

2002-2006 *English Teacher Sussex Central Middle School; Sussex, VA*

- Served as grade seven Language Arts instructor.
- Instructed students based on VA Standards of Learning objectives.

2001-2002 Administrative Assistant Virginia State Police; Richmond, VA

- Processed sex offender registrations to check for compliance with codes.
- Updated database daily and maintained sex offender database website.

1998-2001 Microforms Assistant Old Dominion University; Norfolk, VA

- Served as assistant supervisor in unit.
- Provided customer service to patrons.

Awards and Grants

Institute of Museum and Library Services. *The Hampton University Forum on Minority Recruitment and Retention in the LIS Field*. 2017-2018 Funding Amount: \$99,980.

Conferences and Presentations

- **Panelist:** *Positioning Library and Information Science Graduate Programs for 21st Century Practice*; Institute of Museum and Library Services Conference: University of South Carolina; November 7, 2017
- **Presenter:** *Academic Libraries and Outreach: Creating Relevance through Learning and Service*; HBCU Library Alliance 2016 Membership Meeting; October 11, 2016
- **Panel Moderator:** *Employability Skills for New Librarians Assessing Personal Readiness for Your Career*; North Carolina Central University; October 29, 2015.
- **Panelist:** *Leadership? Me? Why You Should Attend the Virginia Library Association Leadership Academy Even If You Don't Plan to Take Over the World*; Virginia Library Association Annual Conference; October 22, 2015.
- **Presenter:** *De-cluttering Your Catalog*; Virginia Library Association Annual Conference October 22-24, 2015.
- **Student:** Global Librarianship in Denmark Study Abroad: *Royal School of Library and Information Science* Copenhagen, Denmark; Summer 2008

Professional Memberships

- American Library Association
- Black Caucus of the American Library Association
- Virginia Library Association
- North Carolina Central University School of Library and Information Sciences Alumni Association, (Recording Secretary)

SELECT ARCHIVAL EXPERIENCE

Spelman College
College Archivist

Atlanta, Ga
March 2014 – Present

- Responsible for developing policy and procedures for the Spelman College Archives, a component of the Women's Research and Resource Center
- Contacts speakers and coordinates arrangement for "Archives Speaks" lecture series each semester, focusing on topics related to feminism, women of the African Diaspora, social justice, and the archival record
- Supervises and facilitates arrangement and description practices and preservation activities
- Promotes the use of archival collections through exhibitions, articles, social media, and public programming
- Assists faculty, staff, students and other researchers in their use of Archives collections
- Cultivates relationships with potential donors to facilitate acquisitions of personal papers to the Spelman Archives

SELECT EXHIBITIONS

Southern Roots, Enduring Bonds: African American Families in North Carolina, Wilson Library, UNC Chapel Hill, March – July 2012

Kin & Community: The Enslaved Community at Stagville, Wilson Library, UNC Chapel Hill, November 2011 – March 2012

Pauli Murray: Birth of An Activist, Wilson Library, UNC Chapel Hill, November 2010

We Shall Not Be Moved: African Americans In the South, 18th Century to the Present, Wilson Library, UNC Chapel Hill, October 2009 – February 2010

Enslavement In The American South, Wilson Library, UNC Chapel Hill, July – August 2008

SELECT COMMITTEES

LGBTQ Curriculum Development Committee, Women's Research and Resource Committee, Spelman College

Steering Committee for Comparative Women's Studies Program, Women's Resource and Research Center, Spelman College

SELECT PUBLICATIONS

"Discovering Librarianship: Personalizing the Recruitment Process for Underrepresented Students", with Emily Chan, Jovanni Lota, and Steven Booth. *Where are All the Librarians of Color? The Experiences of People of Color in Academia*. Ed. Rebecca Hankins and Miguel Juarez: Los Angeles: Litwin Books, 2016.

Diversifying The Library and Information Science Profession, *Archival Outlook*, September/October 2014, 10, 34. (<http://www.bluetoad.com/publication/?i=226451>)

SELECT CONFERENCES & PRESENTATIONS

- “Democratic Herstories: Strategies For Engaging African American Communities in The Archival Process,” National Conference of African American Librarians, Atlanta, GA, August 2017
- “Radical Empathy in Archival Practice,” Society of American Archivists Annual Meeting, Portland, OR, July 2017
- “The African American Experience in the 20th Century,” Georgia State Archives Quarterly Seminar Series, Morrow, GA, February 2015
- “Mastering Unique Collections in Georgia,” Georgia Council on Media Organizations/ Southeastern Library Association Annual Meeting, Augusta, GA, October 2014
- “Young, Black, Brown, and Yellow: Diversity Recruitment Practices from the Field,” Society of American Archivists Annual Meeting, Washington, D.C., August 2014
- “Rebranding Librarianship – Building A Knowledge Alliance,” American Library Association Annual Meeting, Las Vegas, NV, June 2014
- “Intersections between Community, Collaboration, and Education: Project RIGHT Now and the Preservation of African American History,” Cultural Heritage Archives Symposium, Library of Congress, September 2013

SELECT PROFESSIONAL AFFILIATIONS

- American Library Association, Member, 2007 – Present
- ❖ Chair, Spectrum Scholar Advisory Committee, July 2014 – June 2015
 - ❖ Spectrum Scholar Interest Group Committee, 2011
- Society of American Archivists, Member, 2006 – Present
- ❖ Diversity Committee, Vice Chair, August 2013 – Present
 - ❖ Archives & Archivists of Color Roundtable
 - Regional Liaison, August 2016 – Present

EDUCATION

- | | |
|--|--|
| Simmons College | Boston, MA |
| Master of Science, Library & Information Science, January 2008 | |
| Concentration: Archival Management | |
| Honors: | New England Library Association Scholarship |
| | Spectrum Scholarship, American Library Association |
| | Minority Student Scholarship, Archival Management Program, Simmons College |
|
Yale University |
New Haven, CT |
| Master of Arts, History, May 2003 | |
|
The College of William and Mary |
Williamsburg, VA |
| Bachelor of Arts, History and Black Studies, May 2002 | |

HBCU Library Alliance
Building Capacity - HBCU

Appendix 9: Letters of Commitment and Support

Letters of Support

Phillip Luke Sinitiere
Professor of History, College of Biblical Studies

Thomas Hanchett, Ph.D.
Author and Historian

Jessie Carney Smith
Dean of the Library
Camille Cosby Distinguished Chair in the Humanities
Fisk University

Letters of Commitment

Conservation Center for Art and Historic Artifacts

Lance Lucas & Associates

Letters of Commitment: Advisory Committee

Monika Rhue, Jamal Fisher, Andrea R. Jackson, Dr. Tasha Lucas-Youmans,
Debra Hess Norris, Tina Rollins, Holly Smith



March 8, 2018

Sandra Phoenix
Executive Director
HBCU Library Alliance
111 James P. Brawley Drive SW
Atlanta, GA 30314

Dear Sandra,

I write this letter in support of the HBCU Library Alliance's "Building Capacity for Humanities Special Collections at HBCUs" proposal to the National Endowment for the Humanities. This project will directly impact the value of humanities collections for scholarship, history, and culture.

My work includes teaching history and humanities at the College of Biblical Studies, a predominately African American school in Houston's culturally rich Mahatma Gandhi District. While not an HBCU in the tradition of a land grant or denominational institution, CBS's demographic profile matches that of a traditional HBCU and its mission and vision focuses exclusively on African Americans. I am also a scholar of American religious history and African American studies and a specialist in the life and thought of W. E. B. Du Bois. My work as a historian has taken me to numerous archives housed at HBCUs, so I write this letter out of a personal conviction to see the work of HBCUs and their archives flourish, and out of professional practice. I am a regular writer for the online publication *Black Perspectives*, and in 2017 I wrote about my work in black intellectual history in the context of a research visit to Fisk University. You can read my essay by following [this link](#).

Working in the John Hope and Aurelia E. Franklin Library, I conducted research in the extensive archives of the W. E. B. Du Bois Collection. Scholarly research at Fisk University has shaped my scholarship as a historian and has informed my classroom teaching as well. I have visited the Fisk archives on two occasions. It is imperative that HBCU archivists have an abundance of resources for preserving black history. Maintaining archival materials is vital not just for scholars and historians, but also for students of the next generation who will discover Du Bois's timeless insights while strategizing to realize democracy's full potential.

The publications listed below resulted from my research conducted at Fisk University:

"Blessed are the Peacemakers, for they shall be called Communists": W. E. B. Du Bois and American Religious Culture, 1935-1963" in *No Deed but Memory: Forging American Freedom in W. E. B. Du Bois's Twilight Years*, ed., Phillip Luke Sinitiere (University Press of Mississippi, forthcoming).

"My audiences have grown in intelligence and power of criticism:" W. E. B. Du Bois's Lecture Tours and Itinerant Intellectual Labor," in *Du Bois at 150: Reflections on the Life of an American Scholar-Provocateur*, ed. Randall Westbrook (forthcoming).

At the Atlanta University Center Woodruff Library (GA), I scoured the files on W. E. B. Du Bois from the John Henrik Clarke Africana Collection and discovered a rare volume of Du Bois's poetry published in 1964. Also, I found a 1982 publication that reflected on Du Bois's Pan-Africanism in light of contemporary anti-apartheid

activism. In addition, files from Du Bois's tenure at Atlanta University provided insight into his life as a professor and classroom teacher and rare photographs humanized the towering scholar while presenting a unique visual record of the past. Scholarly research at Clark Atlanta University (GA) has enhanced my scholarship as a historian and has assisted my classroom teaching as well.

The following publications resulted from research conducted at Clark Atlanta University:

Protest and Propaganda: W. E. B. Du Bois, The Crisis, and American History, co-edited with Amy Helene Kirschke (University of Missouri Press, 2014).

"Leadership for Democracy and Peace: W. E. B. Du Bois's Legacy as a Pan-African Intellectual," in *Leadership in Colonial Africa: Disruption of Traditional Frameworks and Patterns*, ed. Baba J. Jallow (Palgrave Macmillan, 2014), 202-239.

"A Legacy of Scholarship and Struggle: W. E. B. Du Bois's Life After Death," in *Citizen of the World: A History of W. E. B. Du Bois's Late Career*, ed., Phillip Luke Sinitiere (Northwestern University Press, forthcoming).

Recently, in February 2018 I returned to Clark Atlanta University to participate in the Symposium Examining Race and Economic Inequality on the 150th Anniversary of the Birth of W. E. B. Du Bois and the 50th Anniversary of the Assassination of Martin Luther King, Jr. As a conference presenter, my talk on Du Bois and poetry drew on my previous research at CAU and Fisk. You can find the conference schedule following [this link](#). You can access my presentation by following [this link](#) (it starts at about the 4:41:05 mark).

In Prairie View A&M's University (TX) Archives, I accessed unique materials related to W. E. B. Du Bois's educational philosophy. In addition, documentation on his efforts in the 1940s to pool intellectual resources of HBCUs in the production of scholarship offered insight into his interest in preserving access to black history for tomorrow's generations. Furthermore, assisted by archivist Phyllis Earles, I was able to read and publish one of Du Bois's unpublished speeches delivered at Prairie View State College (TX) in 1935. There in an HBCU archive I discovered how those who today have access to these rare archival materials are direct beneficiaries of Du Bois's intellectual labors. Research conducted at Prairie View A&M University (TX) led to scholarly publications while it has also continued to inform my classroom teaching. It is imperative that we follow Du Bois's example in sustaining black history and working tirelessly to preserve for our descendants in the future the richness of the past housed at HBCUs.

The publications listed below resulted from research at Prairie View A&M University (TX):

"Outline of Report on Economic Condition of the Negroes in the State of Texas: W. E. B. Du Bois' 1935 Speech at Prairie View State College," *Phylon* 54/1 (Summer 2017): 3-24.

"My audiences have grown in intelligence and power of criticism: W. E. B. Du Bois's Lecture Tours and Itinerant Intellectual Labor," in *Du Bois at 150: Reflections on the Life of an American Scholar-Provocateur*, ed. Randall Westbrook (forthcoming).



-Page 3-

The publications listed above reflect my current research. I anticipate on completing future publications from my research in HBCU archives. Maintaining access to treasured resources housed at HBCUs must be a priority because it fosters critical perspectives on the past that assist in making informed decisions in the present. Furthermore, Stanley Nelson's recent documentary *Tell Them We Are Rising* could not have been told without the rich resources of HBCU archives. Without the preservation of the records housed at HBCUs, future films and other projects of this nature will be impossible.

W. E. B. Du Bois's words on black history from a 1946 *Chicago Defender* newspaper article remain highly relevant to the current day: "Nothing gives one greater courage than looking forward into the past, that is, carefully examining the present and then comparing it with what actually happened in years gone by." The preservation of HBCU archives will continue to make this future possible.

The HBCU Library Alliance, in its role to preserve library collections, is well positioned to undertake a project designed to advance support for conservation and preservation of at-risk humanities-based materials at HBCUs. I am confident that this project will improve access to these outstanding resources. This project will also uncover even greater humanities collections to promote community, academics and student engagement. As a potential direct beneficiary of support to advance humanities based collections at HBCUs, I'm excited to see this project approved and implemented in HBCU libraries.

Sincerely,

Phillip Luke Sinitiere

Thomas Hanchett, Ph.D

(b) (6)

March 7, 2018

Sandra M. Phoenix
Executive Director
HBCU Library Alliance
111 James P. Brawley SW
Atlanta, GA 30314

Dear Sandra,

It is a pleasure for me to express my support of the HBCU Library Alliance's "Building Capacity for Humanities Special Collections at Historically Blacks Colleges and Universities" proposal to the National Endowment for the Humanities. A project of this design is evidence of the value of the extensive humanities collections at HBCU institutions and their value for promoting teaching, research and engagement by the broader academic community.

The proposed project will advance much-needed conservation and preservation of at-risk humanities-based materials at HBCUs, provide consultation and training, and promote advocacy of the humanities. These efforts will significantly improve the condition of humanities collections and their benefit to the broader academic community.

As a community historian, I've used Johnson C. Smith University's Duke Library for countless projects since I first arrived in Charlotte in 1981. I initially worked for the Charlotte Mecklenburg Historic Landmarks Commission on a study of older neighborhoods including the Biddleville neighborhood, which is adjacent to JCSU. That research led to a PhD at UNC Chapel Hill, where I wrote a book about how the segregated Charlotte: *Sorting Out the New South City: Race, Class and Urban Development in Charlotte* (UNC Press). Subsequently, I worked for sixteen years as Staff Historian at Levine Museum of the New South. During that time I wrote a history of the Beatties Ford Road corridor for JCSU's book *Let There Be Light* <https://www.historysouth.org/jcsu/> And I curated the national-award-winning exhibition *Courage: The Carolina Story that Changed America* about the Carolina roots of the *Brown v Board* decision — which is now on permanent display at the JCSU library. Since retiring from Levine Museum, I'm spending even more time at Johnson C. Smith's library. I am working with the adjacent neighborhood of McCrorey Heights, home to many key Civil Rights leaders in the 1950s -1970s. In addition to drawing upon JCSU's collection we will also add to it, thanks to a grant from the local Arts & Science Council which teams us with a filmmaker to record oral histories which will be deposited at the JCSU Archives.

As an urban and Southern historian, I can say that HBCU libraries are an essential resource for anyone who is interested in the history of African American communities. HBCUs are more than just educational institutions; they are the heartbeat of their cities and regions, each a coming-together place for educated, empowered African American leaders. Today most HBCU libraries hold archives that shed light on those individuals and their networks. And because of their long-standing grassroots connections, these HBCU libraries are known and trusted — the places where new generations curious about African American history naturally come to discover and learn.

I applaud the HBCU Library Alliance's initiative to pursue grant funding and look forward to the impact of this project on humanities-based collections.

Should you require further contact with me, please feel free to reach me at tom@historysouth.org or (b) (6).

Sincerely,

Thomas Hanchett

Thomas Hanchett



FISK

UNIVERSITY

Office of the Dean

John Hope and Aurelia E. Franklin Library

March 14, 2018

Sandra M. Phoenix, Executive Director
HBCU Library Alliance
Atlanta University Center
Robert W. Woodruff Library
111 James P. Brawley Drive, SW
Atlanta, GA 30314

Dear Mrs. Phoenix:

It is always a pleasure to endorse the work of the HBCU Library Alliance, an organization that has done so much to promote and support the work of its members. Both the Alliance and Fisk University have also enjoyed a good relationship with the Conservation Center for Art and Historic Artifacts, and Fisk has benefitted well from the guidance that CCAHA has provided for multiple years. If successful, I am confident that the proposal that the Alliance and CCAHA is submitting for funding from the National Endowment for the Humanities will serve well the needs of the targeted beneficiaries, the Historically Black Colleges and Universities (HBCUs).

The proposed project, "Building Capacity for Humanities Special Collections at Historically Black Colleges and Universities," aims to help our institutions fill a critical need, and that is to address the at-risk materials in our special collections. Years of underfunding, improper storage, untrained staff, inappropriate spatial conditions, and similar problems led to the at-risk materials in our collections. Our staffs continued to build collections of research value so that the materials would not be lost. These conditions and efforts notwithstanding, far too many of our resources remain unavailable to students, faculty and the broader community. Scholarship remains incomplete.

Fisk has important humanities materials in its Special Collections. Unless we are able to fully assess our needs, continue programs of conservation, develop strategies for better care and use of our materials, and engage staffs in more professional development, our problems will continue to exist. Our desire is to engage in outreach activities and professional presentations such as those that this project envisions.

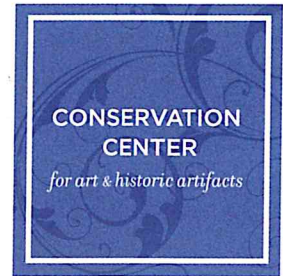
I wholeheartedly endorse this grant proposal and assure you that, if funded, it will be an example of funds well spent.

Sincerely,

Jessie Carney Smith

Dean of the Library

Camille Cosby Distinguished Chair in the Humanities



March 14, 2018

Ms. Sandra M. Phoenix
Executive Director
HBCU Library Alliance
Atlanta University Center Robert W. Woodruff Library
111 James P. Brawley Drive SW
Atlanta, GA 30314

Dear Ms. Phoenix,

This will serve as a letter of commitment from the Conservation Center for Art and Historic Artifacts (CCAHA) to support your proposed "Building Capacity for Humanities Special Collections at Historically Black Colleges and Universities" program by developing and presenting four webinars, presenting and leading fundraising clinics at the membership meetings, developing the application form, and directly supporting the member libraries through preservation guidance, fundraising advice, and consultation regarding the preparation of the applications. The webinars will be developed and presented at a fee of \$1,500 per webinar and all other services will be billed at our consulting daily rate of \$1,050.

It has been such a great privilege to work with the HBCU Library Alliance and a number of the member libraries on a variety of projects, particularly the Mellon-funded Photograph Preservation programs. In just a little over ten years, the HBCU Library Alliance has provided a tremendous service to its libraries, helping them to preserve, care for, and promote their amazing humanities collections.

This new proposal for a five-year program is the ideal next step in the work begun through the Photograph Preservation programs. It promises to deliver quality capacity building activities at your member libraries who were unable to participate in those programs, to build upon the trainings that the libraries received which were fortunate to participate in the programs, and, most of all, to address the other collections besides the photographs—to address the real needs of the rare and sometimes unique manuscript, book, paintings, textiles, and object collections found in the HBCU member libraries.

Please feel free to contact me if you need additional information. I wish you best of luck with the grant process and hope that we have the opportunity to work together on this vitally important project.

Sincerely,

A handwritten signature in blue ink that reads "Laura Hartz Stanton". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Laura Hartz Stanton
Executive Director



March 12, 2018

Sandra M. Phoenix
Executive Director
HBCU Library Alliance
Atlanta University Center Robert W. Woodruff Library
111 James P. Brawley Drive SW
Atlanta, GA 30314

Re: Letter of Commitment to “Building Capacity for Humanities Special Collections at Historically Blacks Colleges and Universities” for the HBCU Library Alliance

Dear Sandra,

I am writing to express my support for the Historically Black College & University (HBCU) Library Alliance, \$365,000 grant submission for “Building Capacity for Humanities Special Collections at Historically Blacks Colleges and Universities” to NEH for their new matching challenge grant program.

Lucas & Associates is a business strategy, operations and fundraising development consulting firm serving a broad spectrum of clients. Our specialized HBCU practice focuses on improving the long term sustainability and infrastructure of HBCUs as they seek to preserve, protect, polish, and position their brands to best compete in the future.

Our client work spans a multitude of needs that range from delivering valued senior level advisory services, conducting technology, and operations assessments, providing hands on turn key implementation work to execute upon strategic initiatives, and fundraising. LLA has had the pleasure of serving both private and public HBCUs including Spelman College, Morehouse College, Allen University, and Tennessee State University to name a few.

LLA is committed to provide the following consulting services in conjunction with the proposal submitted by the HBCU Library Alliance to the National Endowment for the Humanities Grant Program and agrees to a fee in the amount of \$50,000.

- 1) Lead implementation of fundraising efforts to raise the \$365,000 matching funds, and
- 2) work closely with the HBCU Library Alliance Executive Director to transfer knowledge and train in fundraising during this process.

1400 Veterans Memorial Hwy SE, Suite 134-217, Mableton, GA 30126
Lancelucasconsulting.com

LLA will work collaboratively with The HBCU Library Alliance to ensure our goals are aligned with the goals of the grant proposal, including efforts to track and report on outcomes. We believe our support and commitment will significantly improve the fundraising capability within the HBCU Library Alliance and look forward to working with you on this exciting endeavor.

We wish you luck on your application.

Best regards,

A handwritten signature in black ink, appearing to read 'ALucas', written in a cursive style.

Adrienne Lance Lucas
President



Johnson C. Smith University

150 YEARS of UNDENIABLE PROGRESS

1867 - 2017

March 12, 2018

Sandra Phoenix
Executive Director
HBCU Library Alliance
111 James P. Brawley Drive SW
Atlanta, GA 30314

Dear Sandra,

I am writing this letter to express my support of the HBCU Library Alliance's "Building Capacity for Humanities Special Collections at HBCUs" proposal to the National Endowment for the Humanities. As Chair of the HBCU Library Alliance Board of Directors, I am confident that this project, in collaboration with the Conservation Center for Art and Historic Artifacts, will advance and extend support to improve conservation and preservation of the rich humanities at-risk collections at HBCUs. This project is vital to the HBCU and broader academic community as it will highlight and enhance the treasures of these institutions and increase their value for scholarship and research.

I have first-hand experience of the value of humanities collections and their need for conservation and preservation. My recent conservation/preservation activities at the James B. Duke Library at Johnson C. Smith University (NC) involved work with The James Peeler Collection of negatives and photographs. Photographer James Gibson Peeler (1929-2004) spent nearly half a century documenting the African American experience in Charlotte NC, mostly in black neighborhoods. He graduated from Johnson C. Smith University with a degree in English in 1951, and entered the U.S. Army. After the Korean War he was discharged and enrolled in the New York Institute of Photography, and returned to Charlotte in 1954 to establish his first portrait studio on Beatties Ford Road.

Peeler photographed a wide variety of black-owned businesses from barbers and beauty shops to nightclubs and restaurants, and captured the African American community in their homes, schools, churches, and social gatherings. In some cases, Peeler's photographs are the only documentation of communities in Charlotte that were eradicated by urban renewal projects in the 1960's and 1970's.

To share this collection with the broader community creates opportunities to explore and learn from the past of an African American community. There is even greater value in using these materials as a foundation to build a future that includes understanding the contributions of the African American community.

HBCU libraries are storehouses of humanities treasures that document history and culture. I can say with confidence that this project will help make these resources more accessible to a larger public and therefore further the mission of the HBCU Library Alliance and the National Endowment for the Humanities.

I look forward to project approval and implementation!

Sincerely,

Monika Rhue

March 10, 2018

RE: Building Capacity for Humanities Special Collections at Historically Black Colleges and Universities

Dear Mrs. Phoenix:

“The most effective way to destroy people is to deny and obliterate their own understanding of their history.” These prophetic words, attributed to the notable writer George Orwell, trace their origin to his famous work *1984* and serve as both a warning and crystal call of action as we look toward the horizon of the future and beyond.

In these troubling times, when current trends create narratives that have the impact of questioning the relevance of humanities and undermining the value of collections that teaches a diverse history and provide indisputable links between faith and hope, past and present, this grant proposal is both vital and consequential.

The HBCU Library Alliance, by pursuing creative partnerships, similar to the one proposed with the NEH, continues to cultivate immeasurable value for the historical collections archived at the 105 member institutions and libraries that stretch across 21 states and territories. This grant continues the work, well documented in the HBCU Library Alliance’s accomplishments in the areas of digital preservation and conservation, and is a great step toward increasing access to the prolific cultural assets and resources within this consortium. Expanding opportunities to engage with the irreplaceable pictures, personal narratives, recordings, personal effects, writings, and more housed within the hallowed halls of these sacred institutions, does more than just strengthen the small communities centered around these collections, but also, transforms and illuminates the understandings of all citizens throughout our global village.

I applaud your leadership and express my overwhelming support for your application for the NEH Capacity Building Challenge Grant. The HBCU Library Alliance's mission closely aligns with the NEH's mission and will be further amplified by the strategic plan outlined in this proposal. I absolutely believe in the impact of this grant to greatly enhance the HBCU Library Alliance's current capacity and unify the collective efforts of its members to boldly conserve and preserve the unique scholarship and value within their respective special and archival collections. This grant provides a challenge and an opportunity to achieve the mutual goals of sparking greater research and promoting a securer future through the innovative examination of the hidden wisdom and lessons of our indivisible past. Best wishes to you on this initiative.

Sincerely,

Jamal Fisher, M.L.S.

Jamal Fisher, M.L.S.
Academic Specialist & Reference Librarian
National Defense University



March 13, 2018

Sandra Phoenix
Executive Director
HBCU Library Alliance
111 James P. Brawley Drive SW
Atlanta, GA 30314

Dear Sandra,

I am writing this letter to express my support of the HBCU Library Alliance's "Building Capacity for Humanities Special Collections at HBCUs" proposal to the National Endowment for the Humanities. I am impressed with the scope of this project to improve and impact conservation and preservation activities at select HBCUs. This project directly aligns with the needs of HBCU libraries and will make our humanities treasured resources more readily available for scholarship and research.

As the former Head of Archives Research Center at the Atlanta University Center (AUC) Woodruff Library, I worked with the HBCU Library Alliance in support of their mission to develop library leaders, preserve collections and plan for the future. Also during my tenure at the AUC Woodruff Library, I had the great experience to serve as Project Director of a NEH grant to preserve and make accessible archival resources on African American religion. HBCU Library Alliance member libraries are repositories of significant materials in support of the African American experience and contribution to American history. These materials must be protected and preserved. In my current position, as the Executive Director of the Black Metropolis Research Consortium, I take great pride in providing archival and historical expertise – particularly related to the history, culture, and archival documentation of African Americans.

I am pleased to accept your invitation to serve on the Advisory Committee for this project. It is my understanding that this committee will engage annually to review and make decisions on member applications to support preservation planning, collection surveys, treatment and rehousing, and/or educational programs.

I applaud the HBCU Library Alliance's initiative to pursue NEH funding to support conversation and preservation of humanities collections and look forward to implementation of this project.

Sincerely,

Andrea R. Jackson
Executive Director



Bethune-Cookman University

CARL S. SWISHER LIBRARY / LEARNING RESOURCES CENTER

March 13, 2018

Sandra Phoenix
Executive Director
HBCU Library Alliance
111 James P. Brawley Drive SW
Atlanta, GA 30314

Dear Sandra,

I am writing this letter to express my support of the HBCU Library Alliance's "Building Capacity for Humanities Special Collections at HBCUs" proposal to the National Endowment for the Humanities. In collaboration with the Conservation Center for Art and Historic Artifacts, this project will improve support for preservation of the wealth of humanities resources within our libraries.

I enthusiastically accept the opportunity to serve as a member of the project's Advisory Committee. This committee will meet annually to review and make decisions on member applications to support preservation planning, collection surveys, treatment and rehousing, and/or educational programs. This project is essential to HBCU libraries as we protect and promote the vast humanities treasures of American history.

As the Dean of Libraries/Chief Librarian at the historic Bethune-Cookman University, I bear witness to the urgent need to provide support to conservation and preservation activities. Mary McLeod Bethune founded the Daytona Educational and Industrial Training School for Negro Girls in 1904 with \$1.50 and five students. After much growth, the school joined with another HBCU Cookman Institute of Jacksonville, FL to form Bethune-Cookman College (B-CC) in 1923. (B-CC subsequently achieved university status in 2007 and it was renamed Bethune-Cookman University). Dr. Bethune served as an advisor to four United States Presidents. During her time, this was unprecedented for any citizen as she served Presidents Coolidge, Hoover, Truman and Roosevelt. Her most notable appointment was in 1936 when Dr. Mary McLeod Bethune was appointed by President Roosevelt as the director of the Division of Negro Affairs of the National Youth Administration. Imagine the breath of experiences of this African American female university president and community activist, all of which is documented in the Bethune-Cookman University Archives and in the Mary McLeod Bethune Foundation.

Our archive contains rich resources of the contributions of Bethune-Cookman University and its founder to scholarship and American history. All of our presidential papers, university photographs, and video and audio recordings are located in the University Archive and all shed light on the indelible accomplishments

of the life and legacy of our founder to our University and to the global community at large. We receive thousands of guest to Dr. Bethune's home, which is a museum on our campus, and to the University Archives all of which are interested in her phenomenal life and works. The preservation of these important resources is vital as we strive to continue the important work of our founder. I look forward, with enthusiasm, to the impact of this project on the humanities at HBCU libraries.

Sincerely,

Tasha Lucas Youmans

Tasha Lucas Youmans, Dean of the Library/Chief Librarian



Art Conservation Department

303 Old College
Newark, DE 19716-2515
Phone: 302-831-3489
Fax: 302-831-4330

March 13, 2018

Sandra Phoenix
Executive Director
HBCU Library Alliance
111 James P. Brawley Drive SW
Atlanta, GA 30314

Dear Sandra,

I am writing this letter to express my strong support of the HBCU Library Alliance's "Building Capacity for Humanities Special Collections at HBCUs" proposal to the National Endowment for the Humanities. I am delighted to serve on the HBCU Library Alliance. I have appreciated the opportunity to help shape our NEH proposal, linking pressing collection preservation needs to our strategic plan. This proposal is exciting and important – not only for our HBCU Libraries and their rich resources, but also for our nation.

As the chair and professor of photograph conservation in the Art Conservation Department at the University of Delaware, I am deeply committed to the preservation of special collections housed in HBCU libraries and archives. I accept your invitation to serve on the Advisory Committee for this project. It is my understanding that this committee will engage annually to review and make decisions on member applications to support preservation planning, collection surveys, treatment and rehousing, and/or educational programs. I am pleased that the Conservation Center for Art and Historic Artifacts (CCAHA) will provide the required preservation expertise. I have served on their board for more than 20 years and can attest to their deep knowledge and track record of excellence in teaching and preventive conservation practice.

I support the HBCU Library Alliance's initiative to pursue NEH support and stand ready to assist as needed.

Sincerely,

Debbie

Debra Hess Norris
Chair and Professor
Unidel – Henry Francis DuPont Chair of Fine Arts
Director, Winterthur/UD Program in Art Conservation



March 13, 2018

Sandra Phoenix
Executive Director
HBCU Library Alliance
111 James P. Brawley Drive SW
Atlanta, GA 30314

Dear Sandra,

This letter is written to express my support of the HBCU Library Alliance's "Building Capacity for Humanities Special Collections at HBCUs" proposal to the National Endowment for the Humanities. In collaboration with the Conservation Center for Art and Historic Artifacts, this project will provide support to conserve and preserve the unique humanities treasures held within HBCU libraries.

I accept the invitation to serve as a member of the project's Advisory Committee. It is my understanding that this committee will meet annually to review and make decisions on member applications related to project objectives. This project is timely and vital to HBCUs as our libraries continue to uncover historic humanities materials documenting the African American experience.

Hampton University is a dynamic, progressive institution of higher education, providing a broad range of technical, liberal arts and graduate degree programs. In addition to being one of the top historically black universities in the world, Hampton University is a tightly-knit community of learners and educators, representing 49 states and 35 territories and nations. The Harvey Library contains a wealth of humanities resources and continues to benefit from HBCU Library Alliance initiatives and services.

This project can unlock opportunities for HBCU libraries to strengthen services to support research and teaching, both critical areas for student success. I look forward to project implementation and the impact of this project on HBCU libraries and the broader academic community.

Sincerely,


Tina D. Rollins
Library Director



Spelman College

ARCHIVES

DIRECT DIAL: 404-270-5533

GENERAL: 404-681-3643

March 12, 2018

National Endowment for the Humanities
Infrastructure and Capacity Building Challenge Grants Program
Division of Preservation and Access
400 7th Street SW
Washington, DC 20506

I am writing to extend my enthusiastic support for the HBCU Library Alliance's application "Building Capacity for Humanities Special Collections at Historically Black Colleges and Universities". Facilitating preservation assistance and resources are vital to preserving the rare archival collections at HBCUs. These institutions' archives document not just the school's history but frequently the surrounding African American communities as well. Humanities based collections also explore the rich interdisciplinary educational traditions at HBCUs. It is critical to preserve these collections to provide accessibility and outreach opportunities for further student into their institutional history and African American history and material culture overall.

As an Advisory Committee Member, I seek to contribute my expertise in working with African American collections for nearly a decade to collaborate with other colleagues in the selection process. I am excited about connecting with other HBCU archivists, librarians, and staff to support their overall conservation goals and needs assessment. This project presents an extraordinary opportunity to build capacity for HBCUs and create long standing collaborative relationships across institutions. Additionally, this program will have a significant impact in providing outreach and advocacy opportunities for these unique collections. The HBCU Library Alliance has a stellar record of accomplishment in providing support and resources for historically black higher educational institutions, and I can think of no better organization to lead this charge. Thank you for your time and consideration.

Sincerely,

Holly Smith
College Archivist



**Building Capacity for Humanities Special Collections
Advisory Committee**

Monika Rhue, HBCU Library Alliance Board Chair

Director of Library Services
Johnson C. Smith University
James B. Duke Memorial Library
Charlotte, North Carolina 28216
704-371-6730

mrhue@jcsu.edu

Strengths: library management, humanities expertise, accreditation, grant writing, conservation and preservation, donor relationships, staff development, budget development and management

Sandra M. Phoenix, HBCU Library Alliance Executive Director (Facilitator/Non-Voting)

Atlanta University Center Robert W. Woodruff Library
111 James P. Brawley Drive SW
Atlanta, GA 30314-4207
404-978-2118

sphoenix@hbculibraries.org

Strengths: organizational management, project management, board development activities, membership outreach activities, budget development and management

Jamal Fisher, Academic Specialist

Ike Skelton Library/Joint Forces Staff College
National Defense University
7800 Hampton Boulevard
Norfolk, VA 23511
757-443-6250

jamal.fisher.civ@ndu.edu

Strengths: library management, humanities expertise, project management, outreach and engagement, strategic planning

Building Capacity for Humanities Special Collections Advisory Committee

Page 2

Andrea R. Jackson, Executive Director

Black Metropolis Research Consortium
5720 South Woodlawn Avenue, 2nd Floor
Chicago, IL 60637
773-702-2388

andreaaj@uchicago.edu

Strengths: archival and historical expertise, humanities expertise, strategic planning and leadership, outreach and engagement activities, donor recruitment, budget management, staff development, museum operations

Dr. Tasha Lucas-Youmans, HBCU Library Alliance Board

Director, Library and Library Resources Center
Carl S. Swisher Learning Resources Center
Bethune-Cookman University
Daytona Beach, FL 32114
386-481-2181

youmanst@cookman.edu

Strengths: humanities expertise, strategic planning, archival and historical expertise, library management, staff development, museum operations, budget development and management

Debra Hess Norris, HBCU Library Alliance Board Member

Chair and Professor
Unidel – Henry Francis DuPont Chair of Fine Arts
Director, Winterthur/University of Delaware Program in Art Conservation
University of Delaware
Newark, DE 19716
302-831-3696

dhnorris@udel.edu

Strengths: fundraising, strategic planning, conservation and preservation, staff development, donor recruitment, humanities expertise, museum operations, board development

Tina Rollins, Library Director

Hampton University
William and Norma Harvey Library
Hampton, VA 23668
757-727-5388

tina.jarrett@hamptonu.edu

Strengths: library management, museum operations, staff development, conservation and preservation, humanities expertise, budget development and management

Building Capacity for Humanities Special Collections Advisory Committee

Page 3

Holly Smith, College Archivist

Spelman College Archives

350 Spelman Lane SW, Box 321

Atlanta, GA 30314-4399

hsmith12@spelman.edu

Strengths: archives preservation, donor relationships, humanities expertise, conservation and preservation, strategic planning, budget development and management



2018-2023 Strategic Plan
January 31, 2018

Mission Statement: The HBCU Library Alliance works to transform and strengthen its membership by developing library leaders, preserving collections and promoting the value of HBCUs.

HBCU Library Alliance Priorities:

- A. **Membership:** Cultivate an inclusive HBCU Library Alliance positioned as the premier organization that fosters membership support, engagement and collaboration.
- B. **Professional Development:** Provide skill development/continuing education as the primary source for professional development in leadership, preservation and digital scholarship for HBCU libraries, while capitalizing on member expertise.
- C. **Finance:** Foster the financial health of the HBCU Library Alliance through fundraising, legacy funds, services and membership dues.
- D. **Network:** Establish the HBCU Library Alliance as an organization that actively engages and encourages partnerships to provide leadership in the pursuit of excellence for teaching, research and learning.

A. Membership

Cultivate an inclusive HBCU Library Alliance positioned as the premier organization that fosters membership support, engagement and collaboration.

Action Steps

- 1. Secure one-hundred per cent (100%) membership of all White House designated HBCUs by using an incremental dues structure. Board members and selected membership ambassadors will engage and incorporate all members into HBCU Library Alliance services and activities.
- 2. Open the HBCU Library Alliance membership to individuals, and by invitation, to libraries of organizations that are non-HBCUs.

Expected Results

- 1. The HBCU Library Alliance will take action on behalf of the collective body, thus strengthening the membership.
- 2. Increased program opportunities for member participation and organizational visibility.

2018-2023 Strategic Plan

Membership cont'd

3. A broader base for outreach by the HBCU Library Alliance to communicate the value of HBCUs.
4. Collaborative opportunities due to the diversity of membership and experiences.

Budget Impact: Overall increase in membership and membership dues.

Additional Cost: None

B. Professional Development

Provide skill development/continuing education as the primary source for professional development in leadership, preservation and digital scholarship for HBCU libraries, while capitalizing on member expertise.

Action Steps

1. Collect data on membership expertise.
2. Research technology needed to create a searchable database.
3. Create a plan for data collection and promotional plan for fee-based consultation, course delivery and instruction.

Expected Results

1. Inventory and searchable database of HBCU Library Alliance expertise.
2. Fee-based face-to-face and web-based consultation and instruction provided by HBCU Library Alliance members.

Budget Impact: Additional revenue stream for the HBCU Library Alliance

Additional cost: Start-up cost for technology and staffing

C. Finance

Foster the financial health of the HBCU Library Alliance through fundraising, legacy funds, services and membership dues.

Action Steps

1. Align expenditures with organizational priorities.
2. Finalize case and values statements for the HBCU Library Alliance campaign.
3. Create a diverse financial portfolio that includes multiple revenue opportunities.

2018-2023 Strategic Plan

Finance cont'd

Expected Results

1. A five-year budget plan that reflects HBCU Library organizational priorities.
2. Official launching of the HBCU Library Alliance's \$2M campaign.
3. Financial portfolio that includes key foundations, grants and revenue projects to support the HBCU Library Alliance organizational priorities.

Budget Impact: Establishment of the HBCU Library Alliance endowment

Additional cost: Consultant, planning retreat and collateral materials.

D. Network

Establish the HBCU Library Alliance as an organization that actively engages and encourages partnerships to provide leadership in the pursuit of excellence for teaching, research and learning.

Action Steps

1. Identify potential organizations, vendors, universities and colleges to leverage resources through cooperative agreements that will increase the impact and reach of the HBCU Library Alliance.
2. Identify partnerships that can provide resources and training opportunities for the HBCU Library Alliance members.
3. Seek out services, programs and opportunities to share and promote HBCU Library Alliance archival collections to wider scholarly and public audiences on digital and other platforms.

Expected Results

1. Increase in cooperative agreements that benefit HBCU Library members and reduce vending costs for selective resources.
2. Increase in broader selection of training opportunities for members and access to resources
3. Development of a platform that allows members to have access to services and programs that promote a wider use of their archival collection.

Budget Impact: Increase in revenue from offering high-demand services and training.

Additional cost: Instructor fees for training, technology cost for delivering the training and costs for sharing and storing HBCU archival collections.



Art Conservation Department

303 Old College
Newark, DE 19716-2515
Phone: 302-831-3489
Fax: 302-831-4330

March 14, 2018

Sandra Phoenix
Executive Director
HBCU Library Alliance
111 James P. Brawley Drive SW
Atlanta, GA 30314

Dear Sandra:

The Department of Art Conservation at the University of Delaware enthusiastically supports the “Building Capacity for Humanities Special Collections at HBCUs” proposal from the HBCU Library Alliance. Our department is fully committed to assisting the HBCU Library Alliance with this initiative. We welcome the opportunity to connect the Alliance to the many foundations and corporations who have generously supported our mission centered on education, training, and the preservation of cultural heritage. We anticipate they will be inspired by the Alliance’s mission and vision.

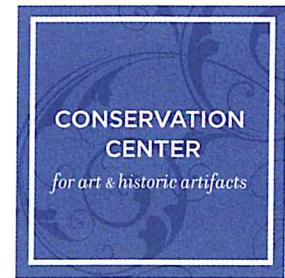
For more than a decade, our department has worked closely with the Alliance and other partners to strengthen preservation education and practice within HBCU libraries and archives. We have engaged with HBCU undergraduates in workshops and seminars and advised many on the preservation of photographic and other often at-risk materials. This summer we will collaborate on a competitive internship program (with funds secured entirely by UD) that will place five talented HBCU undergraduates in leading research library preservation labs nationally.

It has been our privilege and honor to work closely with the staff, students, and collections that exemplify the HBCU library system. We know this productive and rewarding partnership will continue. We are very pleased to offer our assistance with this exciting initiative that will ensure the preservation of amazing humanities-based collections – photographs, documents, prints, scrapbooks, audio visual materials and so much more - for the enjoyment and education of future generations

Sincerely,

Debbie

Debra Hess Norris
Chair and Professor
Unidel – Henry Francis DuPont Chair of Fine Arts
Director, Winterthur/UD Program in Art Conservation



March 14, 2018

Sandra Phoenix
Executive Director
HBCU Library Alliance
111 James P. Brawley Drive SW
Atlanta, GA 30314

Dear Ms. Phoenix:

The Conservation Center for Art and Historic Artifacts (CCAHA) strongly supports the "Building Capacity for Humanities Special Collections at HBCUs" proposal from the HBCU Library Alliance. Based on our long-term partnering relationship with the HBCU Library Alliance, CCAHA is fully committed to assisting the HBCU Library Alliance with its efforts to reach the ambitious goals of its long-range plan and to serve as a fundraising resource for the Alliance in raising matching funds for the proposed Challenge Grant project.

Since 2007, CCAHA has served as a partner on three consecutive Andrew W. Mellon Foundation-funded projects to address the preservation of the photographic collections at selected member libraries of the HBCU Library Alliance. These projects have required the expertise of CCAHA's photograph conservators and education staff. Through this work, CCAHA has developed close relationships with both the leadership of the HBCU Library Alliance and its member institutions. It has been our great privilege to work on some of the remarkable special collections within the HBCU library system.

Based on our ongoing partnership relationship with the HBCU Library Alliance, we strongly support this new initiative that will expand the circle of HBCU libraries receiving services and provide first-time support for preservation efforts to address the needs of their paper, book, painting, textile, and object collections. As part of our commitment toward this project, CCAHA's fundraising team will be fully available to support the work of the HBCU Library Alliance staff as they endeavor to raise matching funds, serving as a resource for planning and implementation of fundraising strategies.

We are very pleased to be able to offer our assistance with this important initiative, fully convinced that it will have a significant long-term impact upon the ability of the HBCU libraries to preserve and share their vitally important humanities collections.

Sincerely,

A handwritten signature in blue ink, reading "Laura Hartz Stanton". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Laura Hartz Stanton
Executive Director

HBCU Library Alliance
Building Capacity for Humanities Special Collections at Historically Black Colleges and Universities

**Draft Menu of Services for the Application Form for
HBCU Member Libraries**

The applicant libraries will be able to select multiple services in a single year, up to a total of \$30,000, and with the knowledge that the Advisory Committee will be selective in approving which projects are funded within a single application.

Preservation Planning Documents:

Needs Assessment Survey:	\$6,000
Long-Term Preservation Plan:	\$6,000
Collections Management Policies:	\$6,000
Emergency Plans:	\$12,000

Surveys and Condition Reports:

The applicant must receive a firm figure from a conservator with expertise in the material (paper, photograph, book, painting, textile, object, or audiovisual) regarding the price for an item-level survey or a set of condition reports. The Conservation Center for Art and Historic Artifacts can help with identifying an appropriate conservator, and the applicant may also use the Find-a-Conservator page on the American Institute for Conservation website.

Treatment and/or Rehousing Projects:

The applicant must include the cost estimates established by the conservator on the item-level survey or the condition reports.

Education Programs:

CCAHA is offering the following education programs, which can be delivered at the applicant's institution, with some customization for their particular needs. Most classes will be appropriate for 15-25 people, and the applicant will be expected to allow the class to be open for others to attend (particularly other HBCUs) if there are openings beyond their own staff. The charge for an educational program is \$5,000. If applicants are aware of other appropriate programs, they must submit an application describing the class/workshop and its cost.

- Essential Policies and Procedures for Cultural Institutions
- Fundamentals of Caring for Paper Collections: Handling, Assessing Storage Needs, & Basic Care
- Housing Solutions
- Fundraising for Preservation and Conservation
- Introduction to Digitization
- Matting and Framing for Preservation
- Preservation Best Practices for Optimal Collections Care
- Preserving Your Photographic Collections
- There's a Fungus Among Us! Fighting Mold in Library and Archive Collections