

NEH Application Cover Sheet

National Digital Newspaper Program

PROJECT DIRECTOR

Jane Cullinane
Preservation and digital Projects Librarian
231 Capitol Avenue
Hartford, CT 06106-1569
UNITED STATES

E-mail: jane.cullinane@ct.gov
Phone(W): 860-757-6524
Phone(H):
Fax: 860-757-6559

Field of Expertise: Library Science

INSTITUTION

Connecticut State Library
Hartford, CT UNITED STATES

APPLICATION INFORMATION

Title: *Connecticut Digital Newspaper Project*

Grant Period: From 9/2013 to 9/2015

Field of Project: Library Science

Description of Project: From 2013-2015, the Conn. State Library will digitize 100,000 pages of newspapers published from 1836-1922, with help from a Coalition of Supporting Institutions, including CT Historical Society, Mystic Seaport, Univ. of CT, Yale & Bridgeport, Greenwich, Guilford & Putnam town libraries, who will lend microfilm & help with PR. We request \$274,033.93 from NEH & will contribute 33% in cost share.

An Advisory Board will select newspapers with longer runs from larger population centers, but remembering diverse populations & opinions. The Board will include an historian, academic, archivist, librarian, journalist & newspaper editor, who will not consider their own research interests, but the wider needs of the project.

BUDGET

Outright Request	\$274,034.00	Cost Sharing	\$135,225.00
Matching Request		Total Budget	\$409,259.00
Total NEH	\$274,034.00		

GRANT ADMINISTRATOR

Mark Smith
Fiscal Administrative Manager
231 Capitol Avenue
Hartford, CT 06106-1569
UNITED STATES

E-mail: mark.smith@ct.gov
Phone(W): 860-757-6564
Fax: 860-757-6680

Connecticut Digital Newspaper Project
Sept. 30, 2013-Sept. 30, 2015
Grant Application to National Endowment for the Humanities

NARRATIVE

History and Scope of the Project

History of Newspaper Publishing in Connecticut

Connecticut is steeped in history. The first settlement in Connecticut occurred in 1636 and it became the fifth state in 1788. Connecticut was a colony and a state where newspapers were always important. As one of the earliest colonies, Connecticut kept track of what was going on in the other American colonies and in the larger world in which it rapidly became a player. The first newspaper published in the state was the *Connecticut Gazette* which was founded in 1755 at New Haven. The next newspaper was the *New London Summary*, begun in 1758, and published by Timothy Green.

Connecticut boasts the nation's oldest continuously published newspaper, in the *Courant*, published first in 1764. The weekly *Connecticut Courant* was published in Hartford by Thomas Green, whose family had been in the printing and newspaper publishing business for over a century. Thomas, whose uncle was Timothy Green, previously worked for the publishers of New Haven's *Connecticut Gazette*. As was customary for the newspapers of the day, the *Courant*, contained news items from across the country and the world culled from other newspapers, much as modern newspapers use wire services.

Ownership of the *Courant* passed to Ebenezer Watson, who criticized the English government and encouraged the revolutionary cause. Watson died in 1777, leaving the business to his widow Hannah Bunce Watson, who became, possibly, the first woman editor in the country. When Tory sympathizers burned the mill that provided the paper for the *Courant*, the Connecticut Assembly authorized a lottery to rebuild the mill. Under her management, the newspaper included articles on temperance, cleanliness, and subjects such as mathematics, astronomy and agriculture.

Five newspapers were started before the beginning of the Revolutionary War and by the close of the eighteenth century 17 newspapers were being published. Another ten newspapers had a brief existence during this period.

Eighteenth and early nineteenth century newspapers were published weekly. The first semi-weekly to appear was the *Times & Hartford Advertiser* in 1825. Daily newspaper publication began with the *Daily Herald (New Haven, Conn. : 1832)* and the *New England Daily Review* began in Hartford the following year. By the middle of the nineteenth century, Connecticut had eight dailies, twenty-eight weeklies, and four semi-weeklies or other frequency. In 1875, as the country's centennial approached, there were 78 newspapers being published in the state, including 17 dailies and 51 weeklies.

Many communities in Connecticut had more than one newspaper and the editorial point of view was sometimes very apparent. The *Columbian Register* of New Haven started in 1812 and continued as a weekly till about 1912. The daily edition began in 1846 and is still published today as the *New Haven Register*, just celebrating its bicentennial. The newspaper was founded to "challenge the Federalists and their allies, the Congregational Church and Yale University" who ran the other newspapers in town; the

Palladium and the *Courier*. The *Register* supported “the Jeffersonian Democrats and the Episcopal and Methodist churches.” (*New Haven Register* Dec. 2, 2012 p. 1 & p.5).

Newspapers have long played a central role in political and sectional conflict in America. Newspaper editors supported political parties and other movements and did not try to hide it. After serving as a volunteer during the Civil War, Luther G. Riggs turned to newspaper publishing to further the Union cause. The slogan of Riggs’ first newspaper, the *Meriden Recorder* was “Independent in Everything – Neutral in Nothing.” He immediately began rubbing people the wrong way. His printing press was smashed with axes once, and thrown into the Quinnipiac River another time. He was buggy-whipped in public, assaulted by irate readers on numerous occasions, and was party to several lawsuits, of which one went all the way to the state Supreme Court of Errors. For a time, the postmaster refused to deliver his papers, and he was even chastised in the Feb. 23, 1868 *New York Times*. Riggs published his newspapers from 1863-1882 and then moved out of state. The issues from 1863-1870 are online in [Newspapers of Connecticut](http://cslib.cdmhost.com/cdm/landingpage/collection/p15019coll9), <http://cslib.cdmhost.com/cdm/landingpage/collection/p15019coll9> but the remaining years are not.

Nearly two centuries after its founding, as the state moved from an agrarian economy into one where industrialization and invention were the keys to growth and prosperity, Connecticut grew to depend even more deeply on its many local and regional newspapers. As a vehicle for information, advertising, self-marketing, political views and entertaining lore, the state’s newspapers brilliantly illuminated the attitudes of their times. The *Stamford Herald* began publication in 1875 as the town was growing in population. In fact, it made the claim of “aiming to represent thoroughly the beautiful little city where it is located” at a time when many readers thought the word “city” was an error. The publisher maintained this phrasing and through the influence of the *Herald*, and in 1879 the State Legislature granted a charter incorporating the “City of Stamford.” However the populace was not yet ready and the charter was voted down. The City was finally incorporated in 1893. (*History of Fairfield County, Connecticut ...* Compiled [by] D. Hamilton Hurd. Philadelphia: J.W. Lewis & Co., 1881. P. 715)

Newspaper publishing reached its peak around the turn of the century when there were 102 different titles being produced. In 1900, the larger cities had three or four dailies each: New Haven had three morning and three evening papers. During the 20th century, the number of daily newspapers published dwindled from 42 dailies in 1900 to 18 that exist today. Now only one daily newspaper is published in each of Connecticut’s largest cities.

The number of weekly (and other frequency) publications, on the other hand, has fluctuated from 60 in 1900, dipping briefly during the World War II era and rising to 134 in 2000 and dropping to 52 today. The major difference is that many of Connecticut’s newspapers are now published by conglomerates. Nine companies within the state publish more than one newspaper.

Newspapers provide a view of the thoughts, words and feelings of people of their time and historians use newspapers to explore various themes for their research. The state’s many regional papers cover topics differently, and give a diversity of view point and local coverage. Women’s suffrage is an important movement that has early roots in Connecticut with coverage and editorial opinions varying across the state. When the state Senate voted down a bill in 1919 to let women vote for presidential electors, a Bridgeport newspaper called the Senate “behind the times” while the *Hartford Courant* was silent. Although Connecticut is geographically small, its citizens feel a strong sense of regional identity.

Topics such as the development of industry, immigration and child labor, appear in newspaper articles. The first recorded ethnic newspaper published in the state was a German paper called the *Hartford Zeitung* (1858). In all, 29 German newspapers were published during the last half of the 19th century. However, by 1900 only eight were still in operation. There have been just as many Italian newspapers published in Connecticut, but most started production after 1900 and ceased publication by the end of World War II. The *Hartford Herald* (1918) is the earliest African American newspaper recorded, but no issues have been found. Newspapers for African Americans proliferated in the 1970s and this continues to the present. Other ethnic groups have contributed to a rich history of newspaper publishing in Connecticut.

The State's newspapers provide a lens into national, state and local events. The international and national news often shared the front page. Tragedies like the sinking of the Titanic were big news in Connecticut, in part because Hartford was known as the "Insurance Capital of the World". The headline in the *New Haven Evening Register* April 15, 1912 mistakenly reported that "Titanic Passengers Transferred In Lifeboats – Liner Being Towed Ashore." Part of another front-page headline reads "Cunard Liner Carpathian is Carrying Passengers Ashore with Virginian Towing Helpless Ship to Halifax – Great Anxiety is Shown All Over Country." Once the accurate reports came in about the sinking of the ship, not only were there sentiments for the tragic loss of life, but concern for the cost to the Hartford insurance companies as well. Newspaper accounts indicated that "Titanic Wreck Cost Hartford \$1,000,000".

As a locus of invention and the making of things, Connecticut had a profound need to communicate about itself. The maker of tools, machinery, weaponry and luxury goods sold throughout the world, so Connecticut needed the news of the world, and its newspapers provided that. Between 1836 and 1922, state newspapers chronicled nearly a century of pivotal change, and one can see the transformation from rural farmsteads and small workshops to helicopters and major industry. No other state has a history quite like Connecticut's, and its newspapers tell that history best.

Newspaper Collections in Connecticut

Connecticut Newspaper Project

From July 1991 to July 2002, under a United States Newspaper Program (USNP) grant, the Connecticut State Library received a grant to conduct the Connecticut Newspaper Project (CNP), which worked to improve access to, and to preserve Connecticut's newspaper heritage. The Project received USNP grant funds from the National Endowment for the Humanities, with contributions by the State Library.

There are two major products of this effort. First, the bibliographic and holdings information on the 7,161 American newspapers owned by 280 repositories in the state are accessible through [WorldCat](http://www.worldcat.org/) <http://www.worldcat.org/> and through [reQuest, the statewide library catalog. www.iconn.org](http://www.iconn.org) Second, 2,292 reels of microfilm preserving 1,094,446 pages of 437 Connecticut newspapers are available at the State Library and the libraries that loaned newspapers for filming. Another, less direct, product was an increase in awareness of the importance of preserving newspapers on microfilm as demonstrated by continuing filming efforts by local libraries and historical societies. The [Final Performance Report](http://www.cslib.org/cnp/final.htm) <http://www.cslib.org/cnp/final.htm> has more details.

Holdings of Original Newspapers

The two largest collections of original Connecticut newspapers are held by the Connecticut State Library and the Connecticut Historical Society. The State Library's [Newspapers](#) <http://www.ctstatelibrary.org/topics/newspapers> page links to more information on our collection.

Numerous other academic and public libraries, historical societies, newspaper publishers and a few private collections hold Connecticut newspapers as well. In addition to cataloging each title for CNP, the State Library recorded detailed holdings at each institution. Information on holdings of original and microfilmed newspapers is available in reQuest, in WorldCat and in a database that will be used by the Connecticut Digital Newspaper Project.

Holdings of Newspapers on Microfilm

Besides the efforts of CNP, microfilming of Connecticut newspapers has been mostly accomplished by commercial microfilm companies at the request of newspaper publishers, historical societies or libraries. The microfilming standards varied over time, with the earliest efforts beginning in the 1940s or 1950s. Some of Connecticut's most important daily newspapers were filmed by the commercial vendors in these early years. The State Library has a substantial collection of this microfilm for use by the public and much of it is available on Interlibrary Loan to researchers around the country. A map showing which Connecticut towns have newspapers on microfilm is in the appendices.

Other Newspaper Digitizing Projects

Newspapers of Connecticut Pilot Project

The Connecticut State Library, the Library Connection, Inc. and Connecticut History Online joined together to start the Newspapers of Connecticut project. The project began as an outgrowth of the earlier Treasures of Connecticut Libraries project, as a way to see what can be done with this format and learn the advantages and disadvantages of various software platforms and practices.

Short runs of 84 titles on 35 reels of microfilm, ranging from 1821-1929, with a preference for the Civil War era, were chosen because of the Civil War commemoration which kicked off in April 2011. We selected newspapers covering various regions of the State as well as different perspectives and topics. The newspapers are online in [Newspapers of Connecticut](#) <http://cslib.cdmhost.com/cdm/landingpage/collection/p15019coll9> which is hosted in the State Library's [Digital Collections](#). <http://cslib.cdmhost.com/cdm/>

The microfilm was scanned as TIFF files and, from that derivative searchable PDF files were made. Information from the bibliographic records was transformed into descriptive metadata. Using the collection front page, researchers can search both the metadata and the text of the PDF files across the entire collection. The intent is to provide links to the online issues from the bibliographic record in the State Library catalog, in the statewide catalog, and in town libraries' catalogs.

The Newspapers of Connecticut project serves as a useful predecessor to the CDNP. It provided valuable experience such as working with selection criteria, evaluating the suitability of microfilm, working with a vendor to acquire digital files and transport them on hard drives, and using information from the bibliographic record as metadata. One challenge was figuring out how to handle such complications as misdated issues, because our public access interface did not handle this well. The issue of the [Soldier's Record](#) <http://cslib.cdmhost.com/cdm/ref/collection/p15019coll9/id/306> dated Jan. 1, 1869 was really published on Jan. 1, 1870. We know this by looking at page 2 and by realizing that the vol. II, no. 26

comes just before Vol. II, no. 27 on Jan. 8, 1870. We added a note to the title field in order to provide patrons with the information they would need.

Commercial Projects

Current newspapers have an online presence. The Secretary of State maintains a website with links to publisher's web sites that include access to "older" content. The time period provided varies but starts about 1999 to the present. [The Press of Connecticut](#).

<http://www.sots.ct.gov/sots/cwp/view.asp?a=3188&q=392602&ctportalNavPage=|27401|>

Newspaper publishers and commercial microfilm vendors are at work digitizing historic Connecticut newspapers, usually providing access with a subscription, through databases such as the Access Newspaper Archive and NewsBank/Readex America's Historic Newspapers. The Google Newspaper project, which, although it has stopped adding new content, digitized issues of five Connecticut titles, and continues to make these freely available.

Hartford Courant (1764-1922)

In 2006, the State Library and other institutions contributed toward the cost of scanning the *Hartford Courant* newspaper family, weekly from 1764 to 1837 and daily from 1837 to 1922. The State Library and the Connecticut Historical Society even loaned original newspapers to be scanned to help fill gaps in the film. Connecticut residents can view 1764-1922 and 1992 to the present free, through [iConn, Connecticut's research engine](#). www.iconn.org Patrons with a library card from the State Library can also view 1923-1984 for free. For people outside of the state, all years are available as a subscription database from ProQuest/University Microfilms.

Other Local Projects

Yale University Libraries is working with the *Yale Daily News* to scan and put the [historical archive](#) <http://www.library.yale.edu/digitalcollections/ydn/> of the newspaper online. The newspaper is published every weekday when the university is session and selected years are now online, including the two earliest years (1878-1879), the period of the world wars (1913-14 to 1918-19 and 1940-41 to 1947-48), and 1960-61 to 1969-70 and 1978-79 to 1980-81.

The Watertown Historical Society raised funds from local foundations to work with a company called Innovative Document Imaging to scan and provide free public access to the *Post*, the *Watertown Journal*, the *Town Times* and other early Watertown newspapers for the [Watertown Digital History Archive](#). http://watertownhistoricalsociety.org/digital_archive.htm The Hagan Memorial Library in East Haven has newspapers as PDF files on disc for 1935 to 1955 and the *East Haven Courier* from 2005-2008.

The State Library conducted a survey, in the spring of 2012, of libraries, historical societies and other cultural heritage organizations in Connecticut. West Hartford Public Library reported that it is working, with permission of the rights owner, to scan issues of *West Hartford Life* (1998-2011) and *West Hartford Press* (2011 to the present) and is looking into doing a third title. Southington Public Library is in the middle of a project to put its newspapers online. No other newspaper digitization projects were reported.

Discovering Online Newspapers

If access is free or if we have a subscription, the State Library adds a link to online newspapers to CONSULS, the State Library catalog.

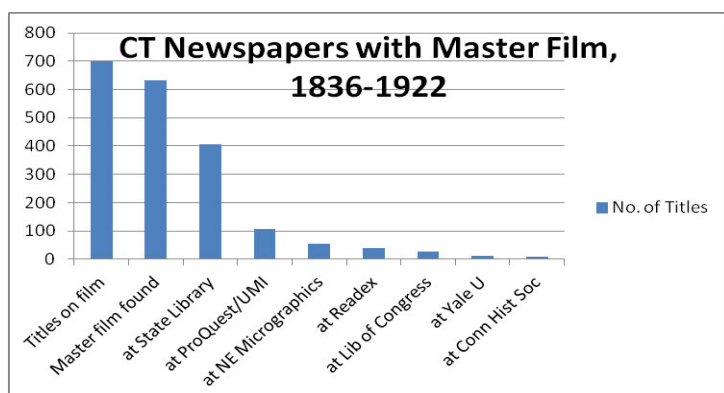
Methodology and Standards

Access to Master Negative Microfilm

A few Connecticut institutions once did their own microfilming but none do it today. The State Library owned a microfilm camera during the 1960s and holds those masters plus the masters made for the Connecticut Newspaper Project and its other recent projects. The Connecticut Historical Society and Yale University also once owned cameras and hold their own masters. In addition, some libraries, town halls and historical societies are storing their own master negatives.

Many master negatives are held by commercial vendors such as ProQuest/University Microfilms and NewsBank/Readex or are held in the vaults of local microfilm companies, such as New England Micrographics, on behalf of publishers, local libraries or historical societies. The appendices have a list of Connecticut Newspapers on Microfilm, 1836-1922 that shows where the master negatives can be found and gives an abbreviated view of the relative completeness of the holdings on microfilm.

Of the 1,119 Connecticut newspaper titles that fall within the time period of 1836-1922 we know the location of the master negatives for 635 titles. The State Library has master negatives for 405 titles, commercial vendor ProQuest/University Microfilms has 107, New England Micrographics has 53 and NewsBank/Readex has 39 titles. The Library of Congress, Yale University, the Connecticut Historical Society and 18 other libraries and historical societies hold the remaining masters.



The master negatives for some titles are held by more than one institution. For example, titles in the family of the *New Haven Times-Leader* are on microfilm held by the Connecticut State Library for 1892-1919 and on film held by Yale University for 1919 and on. If this title is selected by the Advisory Board, both institutions have pledged to lend their film to the scanning project. Through its work with the microfilm phase of the earlier Connecticut Newspaper Project, the State Library built cooperative relationships and borrowed newspapers from 92 other institutions to microfilm over 1,000,000 pages of 437 newspaper titles on 2,292 reels of film. Institutions throughout the state have gladly agreed to lend their microfilm for the scanning project. See the appendices for their letters of commitment.

Selection of Titles

An Advisory Board consisting of five to seven representatives from the academic, archive, library, newspaper publishing, and history communities will select titles that fit the criteria for the CDNP. Several persons have already agreed to serve. Paul Baran, Assistant State Archivist at the State Library; Anne Farrow, author and journalist; Frank Harris III, Chairman of the Journalism Department at Southern

Connecticut State University and newspaper columnist; James Konrad, Executive Editor of the Bulletin, the Norwich newspaper; and Walt Woodward, State Historian and professor of history at the University of Connecticut. We are interested in adding a member from a historical society and a library. Members of the Coalition of Supporting Institutions have offered to suggest other possible members for the Board.

The charge for Board members will be to represent the interests of the whole state, rather than their own geographic area or research interests. They will review the selection criteria, then consider the lists of titles and select the final list of titles to be scanned.

The CDNP selection criteria incorporate both the intellectual principles described in the NEH [National Digital Newspaper Program](http://www.neh.gov/files/grants/ndnp-jan-17-2013.pdf) <http://www.neh.gov/files/grants/ndnp-jan-17-2013.pdf> guidelines and the technical analysis required in the Library of Congress' *NDNP Technical Guidelines for Applicants* for 2013-2015. A CDNP grant planning meeting was held in October 2012 with many of the Advisory Board members in attendance along with other knowledgeable State Library staff to discuss the history of Connecticut newspapers, identify significant titles and to give a preliminary review of the selection criteria.

Database and Title Information

The first task of the Advisory Board will be to review the selection criteria and then to examine the lists of titles. The database of the earlier Connecticut Newspaper Project (CNP) is up-to-date with information about new microfilming and digitizing efforts. This will be the CDNP database and will serve as the foundation for creating the lists of titles that fit the criteria. The database, in the form of an Excel spreadsheet, provides information such as geographic area and topics covered, dates of earliest and last known issue, location of the master negative and dates on film. The State Library's Preservation and Digital Projects Librarian, who formerly was CNP Project Coordinator, will maintain the database and make the lists that the Board needs. The list of Connecticut Newspapers on Microfilm, 1836-1922, found in the appendices, is derived from the CDNP database.

In addition, the Advisory Board will have access to "family trees" showing the complex relationships of newspapers as they added daily editions parallel to weekly editions or changed titles through time. An example of a "family tree," which was created by CNP, can be found in the appendices.

Titles Already Digitized

Titles that have already been completely digitized and are freely accessible are not candidates for this project. The State Library is continually looking to update the CDNP database with information about what Connecticut newspapers have already been digitized. This information will be shared with the Library of Congress and links will be added to the bibliographic records in the State Library catalog and WorldCat.

Selection criteria

Newspapers that:

- Were published between 1836 and 1922
- Research value and Geographic value: Cover the political, economic and cultural history of the state, usually newspapers that have statewide or regional influence or that are important as a source of information about a variety of ethnic, racial, political, economic, religious, or other special audiences or interest groups
- Temporal Coverage: Have a broad chronological span rather than short runs

- Bibliographic Completeness of Microfilm Copy: Are on publicly available master microfilm, with complete or near complete runs
- Orphan Titles: Have ceased publication, lack ownership or are unlikely to be scanned by another project
- Diversity: Document a significant ethnic minority at the state or regional level. However only English, French, German, Italian or Spanish language newspapers are permitted by the granting agencies at this time.
- Duplication: Are not already available online with free public access

The Advisory Board will be asked to give preference to newspapers of statewide or regional influence and newspapers that have a broad chronological span. Since political power in Connecticut has traditionally resided with the cities and towns, newspapers from large cities such as Bridgeport, Hartford, New Haven, Stamford, and Waterbury (current population exceeds 100,000 residents) would meet this criterion. The long-running newspapers of these cities made the transition from weekly to daily, and thus meet the second criterion. Two examples are the *New Haven Register* (daily 1846 to the present), and the *Waterbury Democrat* which ran from 1887-1946 when it was absorbed by the *Waterbury Republican*. This newspaper continued beyond 1922, which is the limit of our grant guidelines, but illustrates another criterion, newspapers that have ceased publication.

Note: Connecticut abolished county government in 1960 and by then the power of county government had been dwindling for decades. The eight counties serve only as convenient geographic divisions. See the historical note at [RG061, County Government](http://www.ctstatelibrary.org/RG061.html). <http://www.ctstatelibrary.org/RG061.html>

Ethnic newspapers from 1836-1922 include the *Connecticut Hebrew Record* in English and 15 newspapers in German, 2 in Hungarian, 8 in Italian, 1 in Polish and 1 in Swedish. The grant guidelines currently limit our selections to English, French, German, Italian or Spanish. The Project Cataloger has reading knowledge of French, German and Spanish and basic knowledge of Russian, which makes it possible for the Advisory Committee to choose some of our ethnic newspapers for digitizing.

CDNP Coalition of Supporting Institutions

A number of libraries, historical societies and other cultural heritage institutions make up the Coalition. Some have master negatives they have agreed to lend to our digitization project. Others are eager to see newspapers digitized and have agreed to help promote the project, suggest Advisory Board members, and some are willing to write the history essays if their newspapers are selected.

Coalition members include the Library Connection, Inc. and the members of the Connecticut History Online (CHO) project: Connecticut State Library, Connecticut Historical Society, Mystic Seaport, Inc., and the Thomas J. Dodd Research Center of the University of Connecticut. Other members of the Coalition are Bridgeport Public Library, Greenwich Library, Guilford Free Library, Putnam Public Library and Yale University, who are all prepared to lend their master negatives for scanning, should their titles be selected. The master microfilm holdings of the coalition members complement each other because they represent towns across the state. Letters of support are provided in the appendices.

Coalition members will support the project via tools such as Facebook, blogs and newsletters and by participating when we give workshops about the project. They will also suggest possible members of the Advisory Board. Current Board members Paul Baran and Walt Woodward are associated with Coalition

Members and Anne Farrow recently worked with Connecticut History Online, the Treasures of Connecticut Libraries and the Newspapers of Connecticut projects.

Microfilm Lenders

The State Library has the *Evening Leader* (New Haven) (1892-1910) succeeded by the *New Haven Times-Leader* (1910-1915), the *Middletown Tribune* (1893-1906), the *Norwich Bulletin* (1900-1922), and the *Woodbury Reporter* (1877-1922) and 401 other titles.

Bridgeport Public is eager to contribute the *Bridgeport Times and Evening Star* (1918-1922) and has the master negatives for two other titles. The Connecticut Historical Society could contribute the *Moosup Journal* (1900-1922) or the rival *Plainfield Journal* (1900-1922), the *Berlin News* (1893-1907) and the *New-London Gazette & General Advertiser* (1836-1840) or five other titles.

The Putnam Public Library has the microfilm for five titles and is eager to have its titles selected for scanning. This includes the *Windham County Standard* (1890-1897), the *Putnam Patriot* (1872-1922) and the *Windham County Observer* (1900-1922). Yale University continued the microfilming of the *Times Leader of New Haven* (1915-1919) and its successor, the *New Haven Times-Leader* (1919-1922) and can also contribute New Haven's *Sunday Morning Union* (1871), *Saturday Morning Union* (1871-1873) and *New Haven Weekly Union* (1874-1875) plus the *Evening Register* (1871-1874) or six other titles.

As the pilot project for Newspapers of Connecticut nears completion, the State Library and the Library Connection are discussing how to continue to build the Newspapers of Connecticut collection with titles that may not fit the criteria of CDNP; possibly because they are just short runs, or were scanned with funding from local sources.

Infrastructure and Experience

Infrastructure

The State Library will allocate space, workstations and computers at its 231 Capital Ave. main building. The microfilm inspection equipment from the earlier Connecticut Newspaper Project is here, as are the service copies of newspaper microfilm, which can be used for some of the technical analysis. An existing older model microfilm reader or reader printer will be dedicated to the CDNP for use by the project staff and the Library's public-use ScanPro 1000 microfilm scanner will be available, if a sample scan is needed.

The State Library will also store the digital files on its own image server till the Library of Congress signs off that it has received and verified the files. We have a Dell 12TB Poweredge R710 rackable server.

Large Digital Projects

The State Library's experience with a large scale digital project such as Aerial Photographs of Connecticut, which was completed in 2006 demonstrates that we have the skills that apply to all large projects, such as inventory control, as photographs were packed and shipped in batches, and quality control methods as each negative, new print and scanned image was inspected for scratches or blurring and 10% were further inspected with a microscope, a densitometer and by looking at the histogram.

The online collection began with the effort to make preserve the 1934 aerial survey online. Because there were no negatives, the 8,729 prints were scanned and duplicate negatives and new prints were produced from the scans. The latitude and longitude of the center points were determined and plotted on a map. This project was quickly followed by the inclusion of the 3,162 photographs from the 1965 aerial survey that had been scanned by a vendor at the request of the state Department of

Environmental Protection. The [Report on the State Library Scanning Projects, Aerial Surveys of Connecticut](http://www.ctstatelibrary.org/content/report-state-library-scanning-projects-aerial-survey-photos-connecticut), <http://www.ctstatelibrary.org/content/report-state-library-scanning-projects-aerial-survey-photos-connecticut> has more details on the conduct of the project.

The [WPA Architectural Survey](http://cslib.cdmhost.com/cdm/landingpage/collection/p4005coll7) <http://cslib.cdmhost.com/cdm/landingpage/collection/p4005coll7> collection contains data about old Connecticut buildings compiled in the 1930s, along with accompanying sketches of interior details and photographs of historic and significant buildings in the state. State Library staff transcribed the data from the Building Survey Form and scanned the accompanying photo(s) and sketches. Often called "The WPA House Survey", the *Census of Old Buildings in Connecticut*, 1934-1937 was a Works Progress Administration (W.P.A.) project. The State Library's collection contains 7,277 entries with the survey information, although not all have a sketch or photograph.

The State Library has been taking a leadership role in Connecticut in the area of digitization. In October 2011, the State Library hosted the Connecticut Forum on Digital Initiatives to bring together museums, historical societies and libraries that are working on digital projects in order to facilitate sharing, form potential project partnerships and provide an opportunity to discuss their recent projects. The second Forum in Oct. 2012 had the theme of collaboration and how working collaboratively can enhance a project and create communities of value.

Experience

The Project Co-Directors have experience managing large cooperative microfilming and digital projects, public speaking and promoting projects. Each will be available from the beginning of the grant period, which will enable the project to make progress till the Project Coordinator is hired, and each will be available throughout the project.

One of the Co-Directors will be the State Library's Preservation and Digital Projects Librarian, whose experience includes coordinating the work of the Aerial Surveys project, developing the project work plan, writing contract specifications, and hiring and training staff. She was also the Lead Cataloger and Microfilming Coordinator of the Connecticut Newspaper Project (CNP), from 1991-1999 and worked with the multiple institutions during the Cataloging and Microfilming Phases, borrowing the newspapers for microfilming, communicating with vendors, and managing the technical inspection of the completed microfilm. She has also been Chair of the State Library's Digital Collections Committee, which developed the institution's Framework for Digital Projects and Metadata Standards and continues to manage digital projects, and served as technical advisor to the Newspapers of Connecticut project.

The other Co-Director, the State Library's Statewide Library Catalog Coordinator, works with academic, public and school libraries across the state as Project Librarian for the [Treasures of Connecticut Libraries](http://cslib.cdmhost.com/cdm/landingpage/collection/p128501coll0) <http://cslib.cdmhost.com/cdm/landingpage/collection/p128501coll0> and the [Newspapers of Connecticut](http://cslib.cdmhost.com/cdm/landingpage/collection/p15019coll9) <http://cslib.cdmhost.com/cdm/landingpage/collection/p15019coll9> collections, promoting the projects, advising participants, providing metadata and doing quality control. She also works to maintain reQuest and the Connecticut Union List of Serials, keeping bibliographic records and serials holdings up-to-date.

For the Treasures of Connecticut Libraries and the Newspapers of Connecticut collections, she works with participants on metadata creation, editing, approval and posting of images on the project web sites. In addition, she creates custom links for project participants in order for them to promote their contributions to the project. She travels throughout the state to meet with current and potential project

institutions and represents the project at conference and regional programs, writes articles and entries for the project websites and State Library Facebook page. She will serve in the same roles for CDNP.

The Treasures of Connecticut Libraries is a project which the State Library embraced to help libraries and their partnering institutions to collaborate to digitize a portion of their historic materials for little or no cost. The collection has more than 1,600 images from 50 participating institutions. The Newspapers of Connecticut project grew out of this due to the demand to add this format to Treasures. The partners in the Treasures project are the State Library, the Library Connection, Inc. and Connecticut History Online.

The [Connecticut Union List of Serials \(CULS\)](http://www.cslib.org/iconnsitemap/staff/culs.aspx), <http://www.cslib.org/iconnsitemap/staff/culs.aspx> which is available through the reQuest Magazine catalog is continually updated. CULS lists holdings of over 400 institutions, including newspaper holdings. Updates are made to the holdings information in WorldCat on an ongoing basis and then transferred to the reQuest Magazine Catalog twice per year.

Information on the books, movies, audio books and other holdings of over 400 libraries, historical and cultural institutions in the state are included in the "Combined Search" tab on the reQuest page. reQuest contains more than 5.4 million titles and almost 24 million library/institution holdings. Most institutions update these holdings monthly or quarterly. The rest provide updates at least yearly.

These projects illustrate the State Library's success in working with large numbers of diverse institutions ranging from small, underfunded and insular historical societies and libraries, protective of their original holdings to large, well-organized institutions accustomed to such partnerships.

Hiring Project Staff

A full time Project Coordinator (35 hours/week) and part-time Library Technical Assistant (20 hours/week) will be hired via Personal Service Agreements to work for CDNP for the duration of the project. Salaries used in the budget are based on the average rate of pay in comparable state contracts for temporary library workers. The budget calculates that the Librarian will be on board by Nov. 1, 2013 but that the LTA won't be needed till Jan. 1, 2014. A brief list of duties for all Project staff is included below and full job descriptions for the Project Coordinator and LTA are in the appendices.

Work Plan

Selection of Titles

The Advisory Board will review the selection criteria and select the titles for scanning. The selection criteria chiefly address selecting the most desirable titles, in terms of Research and Geographic value, and Temporal Coverage, with the ability to narrow down the choices by considering Bibliographic completeness, Orphan Titles and Diversity.

We anticipate that the Advisory Board will have at least two meetings at a State Library facility. Other meetings will be held via conference call and/or online conference software. In addition, work will be conducted with the use of an online document-sharing service such as Google Docs. The State Library's Statewide Library Catalog Coordinator will facilitate the meetings and conference calls.

In addition to the selection criteria, the Library of Congress calls for a technical analysis of the microfilm [Technical Guidelines for Applicants](http://www.loc.gov/ndnp/guidelines/NDNP_201315TechNotes.pdf) http://www.loc.gov/ndnp/guidelines/NDNP_201315TechNotes.pdf (page 5-6) to ensure that image capture will produce good results.

A technical analysis has already been done for microfilm produced by the Connecticut Newspaper Project. For titles produced by other projects, it seems more practical to perform the technical analysis once the Advisory Board has indicated an interest in those titles. To be prepared, in case the technical analysis shows that the microfilm for a selected title will not produce adequate images, the Board will be asked to select two tiers of titles for scanning, with the first tier being the most desirable titles and the second tier being available as backup.

History Essays

Advisory Board members Anne Farrow, Walt Woodward and Paul Baran have agreed to write essays about the selected titles to send to the Library of Congress, along with the digital files and metadata. Elizabeth Van Tuyl from CDNP Coalition member, Bridgeport Public Library, will write an essay if a Bridgeport newspaper title is selected. Connecticut Historical Society also agreed to write an essay. The essays, which will be up to 500 words (about 1 page), will provide basic information such as geographic area covered and circulation statistics, and, in addition, information about the editors, publishers, reporters of note, significant events covered by the newspaper and special features such as poetry or the women's section, as outlined in LC's Guidelines for Newspaper Title History Essays available at [Guidelines & Resources. http://www.loc.gov/ndnp/guidelines/](http://www.loc.gov/ndnp/guidelines/) Anne and Walt have requested a fee of (b) (6) to write essays, which is included in our budget. The others will write an essay at no fee.

Evaluation of Microfilm

For titles that need it, Project Staff will perform a technical analysis. Factors include:

- Text quality
- Low reduction ratio (lower than 20X)
- Resolution (5.0 or higher)
- Narrow range of density readings
- Confidence level through OCR of sample page images (if the master negative is doubtful on any of the previous criteria)

Project staff will also look at the service copies to see if the microfilm contains pages with curvature, gutter shadows or out-of-focus images, which are other factors that would produce poor digital images. Titles with poor quality microfilm will be replaced with titles from the second tier.

The State Library Preservation Office has a densitometer, a light box with good rewinds, and a 100X stand microscope that will be dedicated to this project. The Preservation and Digital Projects Librarian and Preservation Technician were once on the staff of the Connecticut Newspaper Project and are familiar with all aspects of microfilm inspection. They will train the Project staff to do this work. If the technical analysis leaves doubt whether a run of microfilm will produce adequate images and OCR, we can do a test scan on the State Library's ScanPro1000. This machine is in the public service area and is heavily used so we do not plan to do extensive testing in this way. Gloves for use when handling the microfilm are requested in the budget.

Conversion Processes

Duplicate Negatives

The State Library will acquire duplicate silver-halide negative microfilm which will be used to produce scanned images, and will be barcoded and deposited with the Library of Congress with the digital assets. The notes gathered during the inspection steps, concerning the quality characteristics of the film, will be submitted to the Library of Congress with the duplicate negative. This will be encoded in a METS object.

Until the titles are selected and the microfilm passes the technical analysis, we won't know how many reels will be produced. Since the number of pages per reel can vary greatly, for the budget we calculate that an average reel has 550 pages and we will be working with 182 reels.

Several different approaches will be needed to acquire duplicate negatives. Some masters are in institutional vaults and are easily available to send out for duplication but other masters cannot be borrowed and instead the company that holds it wants to be paid to produce duplicate negatives for us.

If the master negatives are available in the State Library vault or in the vault of a partner with no cost for retrieval, then the only expense is duplication. The State Library will issue a contract for duplication of the negatives. We requested non-binding bids from two vendors and one replied with a quote of \$35/reel. Using the standard state procurement process, the State Library will issue contract specifications and will evaluate responses, identify the qualified vendors and then select the vendor with the low bid. The vendor's quote appears in the appendices.

Some libraries store their master negatives in a commercial vault and will not be able to pay the fee to retrieve their microfilm. The Bridgeport Public Library stores the master negatives of the *Bridgeport Times and Evening Farmer* (1918-1922, 32 reels) at Iron Mountain, which currently charges \$7.26 to retrieve and \$7.26 to re-file each reel. We expect this fee to rise by 10% after Oct. 2013. Without committing to scan any particular title, we budgeted for this expense at the rate of \$7.98 for 2014.

Finally, some master negatives cannot be borrowed but the owner will make duplicates for us. The Library of Congress PhotoDuplication Service will not lend us their masters but will make duplicate negatives for us at a cost of \$45 per reel and \$18 per title. The Library of Congress has the masters for 28 Connecticut newspapers. New England Micrographics (NEM), which has 53 titles, stated that the cost to produce duplicate negatives would be \$60 per reel. Since we don't know which titles will be selected, we budgeted as if all the reels would be provided at the higher NEM cost.

NewsBank/Readex has the masters for 39 titles published between 1836 and 1922. NewsBank/Readex did not reply to our inquiry so we do not know if they will cooperate, nor do we know what to budget for this expense. If the Advisory Board selects their titles, we will have to see what we can do while staying within our budget.

ProQuest/University Microfilms has 107 titles. Its quote shows that the fee varies by title and volume year. We asked about 2 specific titles (192 reels) and the price was as high as \$502 per reel but the average was \$488 per reel, plus a shipping of about \$15 per reel. These fees are beyond our budget. If the Advisory Board finds that some of the ProQuest titles are a high priority for scanning, perhaps the libraries of Connecticut can organize a project similar to the one that paid to have ProQuest scan the *Hartford Courant*. At any rate, they will not be included in the current project.

Boxes, bubble wrap and tracked shipping expenses are also included in the budget.

Scanned Images

The intent throughout will be to produce a complete page image. The new duplicate negatives and the information gleaned during the technical analysis of the master negative will be sent to a vendor for scanning, OCR and metadata production.

The State Library will issue contract specifications for scanning, OCR and metadata production, and, following standard state purchasing practices, will evaluate responses, identify the qualified vendors and then select the vendor with the low bid. We have non-binding quotes from four scanning/metadata vendors familiar with the NDNP specifications. HTC Global of Troy, MI quoted \$.56/image plus \$40 per shipment. Hudson Microimaging of Port Ewen, NY quoted \$.99/image plus \$100 for job setup. iArchives of Lindon, UT quoted \$.50/image. Northern Micrographics of La Crosse, WI quoted \$.80 per image. Even though the state procurement process will look for a qualified vendor with the low bid, we don't know which vendors will submit bids, and we don't know if prices will change over the coming year. Therefore the budget is based on \$.60 per page, which is a bit lower than the middle of the range.

The new duplicate negative will be scanned at the maximum resolution possible, that is, between 300 and 400 dpi relative to the physical dimensions of the original page to produce 8-bit grayscale as uncompressed TIFF 6.0 images.

If filmed two pages per frame, the pages will be split so there is one page image per file. Images with more than 3 degrees of skew will be de-skewed. Images will be cropped up to the edge of the page or up to ¼ inch beyond.

The TIFF files will be cropped, rotated and de-skewed before OCR is run, but they will not be enhanced in other ways, such as contrast enhancements. The TIFF files will have the same dimensions, resolution and skew as the images used for OCR.

A standards-based scanning target film strip will be scanned, two images per reel, delivered to LC with the rest of the images and described in the reel metadata object, as outlined in the *Technical Guidelines for Applicants*, Appendix C. The cost to acquire this target is included in the budget, as is the cost of scanning.

Well made microfilm has information targets in addition to the newspaper pages. During the conduct of the earlier Connecticut Newspaper Project, our experience showed that 10% of the images on a reel of film were targets. The cost for scanning them is included in the budget, but since the *Technical Guidelines for Applicants* say that the targets are optional, we will work with the vendor to see if we can eliminate this expense.

The headers for all image deliverables (TIFF, JPEG2000, and PDF) will incorporate tagged metadata relating to the creation and rendering of the images (e.g., tile specifications, if used), per *Technical Guidelines for Applicants* Appendix B.

The State Library will use durable external hard drives and packing cases for the transport of digital files from the vendor to the library and then to LC. The budget includes 10 Western Digital 1TB hard drives which are durable and able to withstand the rigors of travel and constant access. It also includes Pelican storm cases plus plain cardboard boxes for shipping them and the expense for tracked shipping at the Federal Express rates. In this case, FedEx was less expensive than the U.S. Postal Service. Even so, we will revisit this when we know which region the scanning vendor is located in and will use the less expensive shipping service. Prices for this are listed in the budget.

Metadata Creation

Since the aim of metadata creation for this project will be to allow integration of the Connecticut historical newspapers with the [Chronicling America](http://chroniclingamerica.loc.gov/) <http://chroniclingamerica.loc.gov/> database, CDNP will provide updated bibliographic records and metadata for the digital files as described in the *Technical Guidelines for Applicants*.

At the time of the Connecticut Newspaper Project, bibliographic records for Connecticut's newspapers were created and added to the WorldCat according to the guidelines of the United States Newspaper Project. Since then the staff of the Cataloging Office of the Connecticut State Library has created new newspaper records and updated existing records according to the U.S. newspaper cataloging guidelines maintained by the Cooperative Online Serials Cataloging (CONSER) program. The State Library is already an associate member of the CONSER program and contributes bibliographic records to the WorldCat.

For CDNP, one of the State Library catalogers will serve as Project Cataloger and will review the bibliographic records for each title selected for scanning. If updating is needed, the records will be delivered to LC before the digital images and other metadata is sent. The updated records will be in MARC 21 Communications format, UTF-8 encoding. Newspaper titles will be identified by Library of Congress Control Numbers (LCCN) and all LCCNs will be normalized to the MARC21 standard.

The State Library will also update the CONSER records and deliver a list to LC of non-NDNP Connecticut newspapers available from sites that provide free access to digitized print and born-digital newspapers.

Metadata will be created for every known issue and page, whether or not they were present on the microfilm. The Issue Present or Page Present indicator will have the correct setting to show when an issue or page is unavailable.

Each issue will have a unique identifier formed from the LCCN, issue date, and edition order. The identifier for each page will add the page order sequence number to the issue identifier. Each reel will have its own metadata to describe the scanned reels and filmed targets. All digital assets will be delivered in the METS object structure (Metadata Encoded Transmission Schema), according to an XML Batch template structure, as described in the *Technical Guidelines for Applicants*, Appendix C.

In addition, the Statewide Library Catalog Coordinator will make any updates needed to the union list information for the microfilm in WorldCat. This data will be transferred, semi-annually to reQuest. The information will also be updated in [CONSULS](http://www.consuls.org/), the State Library Catalog, <http://www.consuls.org/search~S1/> by the Serials and Electronic Resources Librarian. Finally, the Project Cataloger will add a link from the bibliographic record in CONSULS to the issues in Chronicling America.

OCR Conversion

Optical Character Recognition will be performed for each page, using the Analyzed Layout and Text Object (ALTO) XML schema, v.2.0 or greater, with the clarifications outlined in the *Technical Guidelines for Applicants*, Appendix B.

The NEH *National Digital Newspaper Program* guidelines permit newspapers with text in English, French, German, Italian, and/or Spanish. The Project Cataloger has reading knowledge of French, German and Spanish and basic knowledge of Russian. In the event that the selected titles include text in one of these

languages, the text will be encoded by TextBlock using the ISO 639.2 codes and, if necessary, the MARC bibliographic records will be updated to show the presence of the language.

The page images will correspond in dimensions, orientation and skew with those used for OCR so the ALTO positional coordinates remain correct. One OCR text file will be produced per page image using UTF-8 characters, there will be no graphic elements, the text will be ordered by column-by-column and it will contain bounding box coordinate data for each word. All page images will be accompanied by one ALTO XML containing the recognized text.

Quality Review Procedures

Digital files and metadata provided by the scanning vendor will be inspected by the project staff. CDNP will use the NDNP Digital Viewer and Validator software to ensure technical conformance with the digital object profiles and specifications, as well as authenticity. The software will enable the identification, validation and characterization of files and will populate the preservation and technical metadata sections of issue and reel METS XML objects.

Technical Specifications for Deliverables

In conformance with the *National Digital Newspaper Program (NDNP) [Technical Guidelines for Applicants](http://www.loc.gov/ndnp/guidelines/NDNP_201315TechNotes.pdf)* http://www.loc.gov/ndnp/guidelines/NDNP_201315TechNotes.pdf for 2013-2015 the Connecticut Digital Newspaper Project will deliver the following:

For each title:

- Up-to-date MARC record from the CONSER OCLC database, fully conformant to current standards for cataloging U.S. print newspapers [original format only, not microform]
- Additional title-level metadata related to the title run/s digitized and delivered
- Newspaper History Essay – scope and content (in English) of each title, history and significance – 500 words

(per *Technical Guidelines for Applicants* Appendix A)

For each issue/edition:

- Structural metadata for issues/editions digitized and organized by date
- (per *Technical Guidelines for Applicants* Appendix A)

For each newspaper page:

- Page image in two raster formats
 - Validated master digital page image format = TIFF 6.0 uncompressed, Grayscale, scanned for maximum resolution possible between 300-400 dpi, relative to the original material
 - Validated JPEG2000 (.JP2) derivative, using specified compression options and appropriate XMP metadata
- Validated OCR text and associated bounding box coordinates, using the ALTO schema = 1 file per page image
- Validated PDF Image with Hidden Text = 1 PDF per page, with text and image correlated and appropriate XMP metadata
- Validated metadata using METS in accordance with *Technical Guidelines for Applicants*, Appendix A & C

- Structural metadata to relate pages to title, date, and edition, to sequence pages within issue or section; and to identify associated image and OCR files
- Technical metadata to support the functions of a trusted repository
- Note: File names for each type of derivative file will correspond to the page image it represents (per *Technical Guidelines for Applicants Appendices A-C*)

For each microfilm reel digitized:

- A second-generation (2N) duplicate silver negative microfilm, made from the camera master, will be barcoded and deposited with the Library of Congress on completion of the award (LC to supply barcodes for all reels)
- Technical metadata concerning the quality characteristics of the film used for digitization will be encoded in a METS object with other digital assets (per *Technical Guidelines for Applicants Appendix A & C*)

For the award:

- List of newspaper titles, and associated publishing information, identified as having non-NDNP digitized archives available on the Web, including title-level bibliographic information, information on the digital resource available, and any associated CONSER updates that have occurred as a result of identification

Promoting the Project

One of our project objectives is to promote the project in the State of Connecticut. The members of the CDNP Coalition of Supporting Institutions will promote the project through their contacts in the historical society, museum, archive and library communities. They will include articles in their newsletters, use social media to promote the project, and will be invited to join the Project staff when giving talks or workshops.

In addition, the Project Co-Director and Project Coordinator will send out general press releases statewide and targeted press releases to local newspapers as our historical newspapers are selected and go online. They will create content (including an informational flyer that can be accessed electronically by any organization or individual that wishes to print and distribute it) and will maintain the [Connecticut Digital Newspaper Project](http://www.ctstatelibrary.org/cdnp) <http://www.ctstatelibrary.org/cdnp> website.

The Project Co-Director and Project Coordinator will also post information via listservs, Facebook, Twitter and other social media that are appropriate. Articles will be written for the State Library's newsletter, *The Connector*, as well as for library, historical, and cultural organizations' newsletters. A QR code to direct people to the project website will be created and used at exhibits, on the informational flyer, and wherever appropriate.

We plan on exhibiting and/or speaking at several conferences in Connecticut, starting with the 2014 annual conference of the Connecticut Library Association. Another way to promote these primary source newspapers will be to attend the annual conference of the Connecticut Association of School Librarians, the Connecticut Educators Computer Association and/or Connecticut Education Association. The current fees per day for these conferences range from \$300-700 for an exhibit table or booth, \$100-\$200 per day for electricity and Internet access, and \$0-\$30 for parking. We budgeted for one conference in the first year and two conferences in the second year. To reduce expenses we will share a table when other State Library staff or Coalition members are exhibiting at a conference.

We will use a laptop at the exhibit table to run a slide show, show the project website and demonstrate Chronicling America. We will use the QR code for conference goers to scan at our exhibit table and/or in the conference booklet. In addition, a small number of the flyers will be available at the conference for those who still prefer paper. The State Library will produce the flyers as part of its cost share. We will give the flyers to other State

Library staff or Coalition members who are attending meetings or conferences that the CDNP staff is not attending and will ask them to say a few words about the project.

The Project Co-Director and Project Coordinator will also offer to give talks at meetings of the Connecticut League of Historical Organizations, the Association for the Study of Connecticut History, Connecticut Library Consortium roundtables, and other venues to promote the project. The only expense expected for this activity is mileage.

The mileage for conferences, meetings and other travel is budgeted at the new federal rate of .565 per mile. The state rate is currently \$.555 per mile, but is expected to catch up to the federal rate during 2013. Since Connecticut is about 50 miles by 100 miles, 10 trips each year were calculated at the rate of 100 miles round trip.

The Project Cataloger will link from the bibliographic record in the State Library catalog to the titles online in Chronicling America. The Project Library Technician, who maintains the website of Newspapers of Connecticut, will add links from that page to the online Connecticut newspapers.

Schedule for Project Milestones

Initiate Project (Sept. 2013–Mar. 2014)

- Advertise, interview candidates and hire Project staff on Personal Service Agreements
- Send specifications for a contract for microfilm duplication and a contract for scanning, to the Conn. Dept. of Administrative Services, advertise, evaluate and select winning vendors
- Have meetings & conference calls with Advisory Board members, select two tiers of titles for scanning
- Deliver list of selected titles to LC with information about coverage, film quality and LC control numbers (LCCNs) by deadline established by LC
- Perform technical analysis of the microfilm of a sample of a first tier title (10,000 pages or more) and send for duplicate negatives, scanning, OCR and metadata
- Send sample to LC of digital assets, including TIFF, OCR output, PDF, JP2 and metadata, no later than Mar. 2014, wait for approval before scanning additional pages
- Promote CDNP by sending out press releases and by blog and listserv announcements

Acquire and Evaluate Duplicate Negatives (Jan. 2014-Jan. 2015)

- Contact lending institutions to borrow their masters and finish technical analysis of the microfilm of other first tier titles to evaluate its suitability for scanning; inspect second tier if needed. Send information on the technical analysis to LC
- Send to vendor for duplication with aim to complete about 10,000 pages per month
- Ship first 25,000 pages to LC no later than Sept. 30, 2014
- Inspect scanned images and metadata, update bibliographic records and ship to LC
- Save scans and metadata in the State Library image server till confirmed by LC
- Promote CDNP by additional efforts such as attending conferences and writing articles

Acquire and Evaluate Scanned Images (June 2014-Sept. 2015)

- Write historical essays as scanning for each title is completed
- Continue to acquire duplicate negatives and send them for scanning, OCR and metadata, then inspect the results and ship digital assets to LC (about 10,000 pages/month)
- Promote the project in additional ways such as linking to Chronicling America from various local sources

Staff

Project Coordinator (To be hired on Personal Services Agreement, 100% grant funds, 23 months)

- Supervise Project Library Technical Assistant
- Confirm bibliographic completeness and perform technical analysis of microfilm
- Validate scanned images and metadata
- Communicate with the vendors
- Work with Project Cataloger and the Serials Librarian and maintain project database
- Participate in publicity efforts, such as blogging and representing the project at meetings

Project Library Technical Assistant (To be hired on Personal Services Agreement, Part time, 100% grant funds, 20 months)

- Confirm bibliographic completeness and perform technical analysis of microfilm
- Validate scanned images and metadata
- Maintain project database

Project Co-Director (20% cost share, 24 months, Jane F. Cullinane, Preservation and Digital Projects Librarian)

- Overall management of the project
- Monitor project expenditures
- Report progress to NEH and State Librarian
- Serve as liaison with other State Library units
- Hire, train and supervise Project Coordinator
- Assist Advisory Board with creation of newspaper lists and maintain newspaper database
- Prepare contract specifications for duplicate negatives and scanning/metadata services and follow through the award process

Project Co-Director (15% cost share, 24 months, Gail Hurley, Statewide Library Catalog Coordinator)

- Serve as liaison with project partners
- Serve as project spokesperson and participate in publicity efforts, oversee project website
- Facilitate Advisory Board meetings and conference calls
- Coordinate writing of history essays and edit the essays
- Update microfilm holdings statements in OCLC union list, if needed
- Compile list of non-NDNP digitized historic print and born-digital newspapers

Project Technical Assistant (5% cost share, 24 months, Glenn Sherman, Preservation Technician)

- Train project staff in microfilm inspection techniques
- Maintain project web site

Project Cataloger (1% cost share, 24 months, Bill Anderson, Cataloger)

- Review and update bibliographic records
- Add links to non-NDNP digitized historic print and born-digital newspapers to the bibliographic records in CONSULS and in WorldCat
- Add links to CONSULS and WorldCat for the NDNP newspapers in Chronicling America

State Library Serials and Electronic Resources Librarian (1% cost share, 24 months, Carol Trinchitella)

- Update serials holdings information in CONSULS, as needed

Advisory Board Members (cost share not computed for Paul Baran, Anne Farrow, Frank Harris III, James Konrad, Walt Woodward and two others)

- Review the selection criteria and finalize them
- Consider the lists of titles and select the final list of titles to be scanned
- Write history essays

NOTES ON BUDGET

In addition to budget elements already mentioned, the budget includes travel expenses for the Project Coordinator and Project Co-Director to attend an introductory meeting at the Library of Congress in Washington, D.C. shortly after the grant is awarded and another meeting the following year. Travel and meeting time is calculated for 4 days and 3 nights for each trip. It also includes travel expenses for a technical representative from LC, once during the grant period, to come for 2 days with a one night stay in Hartford.

For the trips to DC, we used the federal per diem rate of \$226 for lodging in Washington, D.C. Since airfares are fluctuating greatly, we budgeted for the average market cost of \$400, but will choose the lowest available commercial fares when the time comes. The State of Connecticut has per diem rates of \$81 for meals and incidentals. Parking at the airport will cost \$10 per day.

For the trip from LC to Hartford, we used the federal rate of \$104 for lodging, \$56 for meals and incidentals. Again, for budgeting purposes we used \$400 for the average market cost of air travel. In addition, the LC technical representative will need to rent a car to travel from the airport area to the CT State Library. We included \$50 per day as an average cost for rental of a mid-size vehicle.

As a state agency, the State Library will follow state procurement rules. Our contract specifications and job descriptions are intended to provide us with qualified vendors, supplies and personnel at the lowest cost. However, salaries and other expenses reflect the cost of doing business in the Northeast, which can be higher than in other parts of the country.

NATIONAL ENDOWMENT FOR THE HUMANITIES

Applicant Institution: Connecticut State Library
Project Co-Directors: Jane Cullinane and Gail Hurley
Project Coordinator: to be hired
Project Grant Period: 9/30/2013 - 9/30/2015

	Computational Details/Notes	(notes)	Year 1	(notes)	Year 2	Project Total
			10/1/2013 - 9/30/2014		10/1/2014 - 9/30/2015	
1. Salaries & Wages						
Project Director Jane Cullinane	20% of annual salary, cost share		(b) (6)		(b) (6)	(b) (6)
Co-Project Director Gail Hurley	15% of annual salary, cost share		(b) (6)		(b) (6)	(b) (6)
Project Technical Assistant Glenn Sherman	5% of annual salary, cost share		(b) (6)		(b) (6)	(b) (6)
Project Cataloger William Anderson	1% of annual salary, cost share		(b) (6)		(b) (6)	(b) (6)
Serials & Electronic Resources Librarian Carol Trinchitella	1% of annual salary, cost share		(b) (6)		(b) (6)	(b) (6)
2. Fringe Benefits						
Project Director Jane Cullinane	20% of annual benefits, cost share		(b) (6)		(b) (6)	(b) (6)
Co-Project Director Gail Hurley	15% of annual benefits, cost share		(b) (6)		(b) (6)	(b) (6)

	Computational Details/Notes	(notes)	Year 1	(notes)	Year 2	Project Total
Project Technical Assistant Glenn Sherman	5% of annual benefits, cost share		(b) (6)		(b) (6)	(b) (6)
Project Cataloger William Anderson	1% of annual benefits, cost share		(b) (6)		(b) (6)	(b) (6)
Serials and Electronic Resources Librarian Carol Trinchitella	1% of annual benefits, cost share		(b) (6)		(b) (6)	(b) (6)
3. Consultant Fees						
Project Coordinator (Nov. 2013-Sept. 2015)	35 hours/week. Price is average of state contract with temp. services vendors for Librarian II at \$40/hour or \$1400/week.	48 weeks (11 months)	\$67,200.00	52 weeks (12 months)	\$72,800.00	\$140,000.00
Project Library Technical Assistant (Jan. 2014-Aug. 2015)	20 hours/week. Price per state contract with temp. services vendor for LTA at \$25.00/hour or \$500/week	39 weeks (9 months)	\$19,500.00	48 weeks (11 months)	\$24,000.00	\$43,500.00
Advisory Board Members Walt Woodward & Anne Farrow	per History essay only. Meetings, conference calls, etc. will be cost share, not computed	1 essay	(b) (6)	1 essay	(b) (6)	(b) (6)
Other Advisory Board members	Meetings, conference calls, etc. Cost share not computed		\$0.00		\$0.00	\$0.00
4. Travel						

	Computational Details/Notes	(notes)	Year 1	(notes)	Year 2	Project Total
Project Co-Director Jane Cullinane	Annual 3 night/4 day trip to Washington, D.C. (Airfare: \$400 + per day meals, etc. \$81 + parking \$10, lodging \$226)		\$1,442.00		\$1,442.00	\$2,884.00
Project Coordinator	Annual 3 night/4 day trip to Washington, D.C. (Airfare: \$400 + per day meals, etc. \$81 + parking \$10, lodging \$226)		\$1,442.00		\$1,442.00	\$2,884.00
Library of Congress technical representative	Annual 1 night/2 day trip from D.C. to Hartford (Airfare: \$400 + meals, etc. \$56/day, car rental \$50/day, lodging \$104)		\$716.00		\$0.00	\$716.00
Mileage for in state travel to attend meetings	\$0.565 per mile per state rate which is the same as federal rate	10 trips, at 100 miles per round trip	\$565.00	10 trips, at 100 miles per round trip	\$565.00	\$1,130.00
5. Supplies & Materials						
Packing cases for portable hard drives	10 Pelican storm cases	\$143.63 each + \$0 shipping	\$1,436.30		\$0.00	\$1,436.30
Portable hard drives	Western digital 1TB hard drive	\$99.99 each + \$0 shipping	\$999.90		\$0.00	\$999.90

	Computational Details/Notes	(notes)	Year 1	(notes)	Year 2	Project Total
Boxes for shipping hard drives in cases	17x14x9	1 pkg of 25	\$46.08	\$0.00	\$0.00	\$46.08
Gloves	12 pair/box	2 boxes at \$25.95 /box	\$51.90		\$0.00	\$51.90
Boxes for shipping microfilm	9x9x9 in. for 20 reels per box, price includes shipping	1 pkg of 25	\$22.56	\$0.00	\$0.00	\$22.56
Bubble wrap for shipping microfilm	12 in. x 175 ft./box. Suburban Stationers SEL88655	1 box	\$35.19	\$0.00	\$0.00	\$35.19
35mm Grayscale Preservation Microfilm Target (from source specified by LC)	approx. cost \$360 each		\$360.00		\$0.00	\$360.00
6. Services						
Pull fees for retrieving microfilm	\$7.98 to pull + \$7.98 to re-file	35 reels	\$558.60		\$0.00	\$558.60
Microfilm duplication (State contract)	\$35/reel	25 reels	\$875.00	52 reels	\$1,820.00	\$2,695.00
Microfilm duplication (Fee of New England Micrographics)	\$65/reel in Year 1 and \$70/reel in Year 2	60 reels	\$3,900.00	45 reels	\$3,150.00	\$7,050.00
Scanning and metadata production	\$.60/page	25,000 pages	\$15,000.00	75,000 pages	\$45,000.00	\$60,000.00
Scanning the target film strip	\$.60/target. Two per reel	est. 45 reels	\$54.00	est. 137 reels	\$164.40	\$218.40
Scanning microfilmed information targets	\$.60/target, Est. at 10% of the images on each reel or 55/reel		\$1,485.00		\$4,521.00	\$6,006.00

	Computational Details/Notes	(notes)	Year 1	(notes)	Year 2	Project Total
Printing expense for promotional materials	1 page flyer, cost share not computed		\$0.00		\$0.00	\$0.00
Postage (tracked shipments) for film duplication, for scanning & to deliver to LC	50 shipments of about 10 pounds each (hard drives and film) via FedEx at \$10 each	15 shipments	\$150.00	45 shipments	\$450.00	\$600.00
7. Other Costs						
Computer workstation (2)	2 workstations at \$450 each, cost share		\$900.00			\$900.00
Computers (2)	2 computers at \$600 each, cost share		\$1,200.00			\$1,200.00
Printers (2)	2 printers at \$400 each, cost share		\$800.00			\$800.00
Exhibit at conferences	For 3 conferences: Booth fees \$1500, wireless and electricity fees \$450 and parking \$90	1 conference	\$680.00	2 conferences	\$1,360.00	\$2,040.00
8. Total Direct Costs						
	Per Year		\$183,991.37		\$225,267.72	\$409,259.09
9. Total Indirect Costs						
	Per Year		\$0.00		\$0.00	\$0.00
Indirect Cost Calculation	waived					

	Computational Details/Notes	(notes)	Year 1	(notes)	Year 2	Project Total
10. Total Project Costs (Direct and Indirect costs for entire project)						\$409,259.09
11 Project Funding						
a. Requested from NEH	Outright:		\$116,919.53		\$157,114.40	\$274,033.93
	Matching Funds:		\$0.00		\$0.00	\$0.00
	Total Requested from NEH:		\$116,919.53		\$157,114.40	\$274,033.93
b. Cost Sharing	Applicant's Contributions:		\$67,071.84		\$68,153.32	\$135,225.16
	Third Party Contributions:		\$0.00		\$0.00	\$0.00
	Project Income:		\$0.00		\$0.00	\$0.00
	Other Federal Agencies:		\$0.00		\$0.00	\$0.00
	Total Cost Share:		\$67,071.84		\$68,153.32	\$135,225.16
12. Total Project Funding			\$183,991.37		\$225,267.72	\$409,259.09