

NEH Application Cover Sheet

National Digital Newspaper Program

PROJECT DIRECTOR

Mr. Patrick Reakes
Chair, Humanities & Social Sciences Library
George A. Smathers Libraries
University of Florida
Gainesville, FL 32611-7024
UNITED STATES

E-mail: pjr@uflib.ufl.edu
Phone(W): 352-273-2519
Phone(H):
Fax:

Field of Expertise: Communications - Journalism

INSTITUTION

University of Florida
Gainesville, FL UNITED STATES

APPLICATION INFORMATION

Title: *Florida and Puerto Rico Digital Newspaper Project*

Grant Period: From 10/2013 to 9/2015

Field of Project: Communications - Journalism

Description of Project: The University of Florida (UF) in partnership with the University of Puerto Rico (UPR) requests \$343,850 (with \$106,984 in combined contributed cost share from both institutions) to select, digitize, and make available to the Library of Congress 100,000 newspaper pages through the National Digital Newspaper Project (NDNP). Approximately half of the pages will come from historic Florida papers (1836-1922) and the remaining half from newspapers published in Puerto Rico (1836-1922). The project builds on previous NEH/NDNP newspaper digitization grant awards received by the George A. Smathers Libraries at UF and NEH funding for microfilming Puerto Rico newspapers received by UPR-Rio Piedras Campus (UPR-RP).

BUDGET

Outright Request	\$343,850.00	Cost Sharing	\$106,984.00
Matching Request		Total Budget	\$450,834.00
Total NEH	\$343,850.00		

GRANT ADMINISTRATOR

Stephanie Gray
Director of Sponsored Research
219 Grinter Hall
Gainesville, FL 32611-5500
UNITED STATES

E-mail: ufproposals@rgp.ufl.edu
Phone(W): 352-392-1582
Fax:

Florida and Puerto Rico Digital Newspaper Project

Project Overview

The University of Florida (UF) in partnership with the University of Puerto Rico (UPR) requests \$343,850 (with \$106,984 in combined contributed cost share from both institutions) to select, digitize and make available to the Library of Congress 100,000 newspaper pages through the *National Digital Newspaper Project* (NDNP). Approximately half of the pages will come from historic Florida papers (1836-1922) and the remaining half from newspapers published in Puerto Rico (1836-1922). The project builds on previous NEH/NDNP newspaper digitization grant awards received by the George A. Smathers Libraries at UF and NEH funding for microfilming Puerto Rico newspapers received by UPR-Rio Piedras Campus (UPR-RP). The long history (since 1930) of the connection between the Latin American Collection at Smathers Libraries and the Caribbean makes possible the cooperation between UF and the UPR-RP in this project. Previous successful cooperative work performed by UF and UPR with government documents projects, the Digital Library of the Caribbean (dLOC), and most recently the digitization of the newspaper *El Mundo* (issues from 1928, 1938, and 1939) provides a sound foundation for this expanded project. Although Puerto Rico newspapers are preserved on master microfilm, it should be noted that the vast majority of historical newspaper microfilming in Florida was performed by UF beginning in the 1940s. UF has the largest and most complete set of newspaper microfilm in the state.

Newspapers chosen for digitization will be selected by Advisory Board members, consisting of librarians, history scholars, and journalists from both Puerto Rico and Florida. The selection process will focus on historical significance, broad geographic coverage, importance as “paper of record,” and archival imperative due to limited availability in microfilm or other formats. The digitization and OCR text-conversion will be executed to Library of Congress specification via contract with a qualified outside vendor. Resulting digital files will be made available through NDNP based at the Library of Congress (LC) as well as the Florida Digital Newspaper Library (FDNL), the Digital Library of the Caribbean (dLOC), and the Caribbean Digital Newspaper Project (CDNL), all hosted by UF as part of the University of Florida Libraries Digital Collections (UFDC), as well as in the Biblioteca Digital Puertorriqueña, hosted by UPR.

Overall coordination of the selection, shipping, metadata creation, development of supporting bibliographic information, quality control, and other work necessary to meet the requirements of the project will be accomplished through a collaboration between personnel at UF and UPR. The intent of the project team is to apply for additional funding in the future to create a digital newspaper archive that encompasses the majority of historical Florida papers and many of the papers published in Puerto Rico. The existing digital newspaper collections for both Florida and Puerto Rico have experienced very high patron usage to date (combined users of FDNP and CDNP/dLOC in 2012 totaled close to 19 million) and, in the case of the Puerto Rico newspapers, there are outstanding digitization opportunities available because of the accessibility of master microfilm.

History and Scope of Project

Between the 1830s and 1920s the newspapers in both Florida and Puerto Rico reported on numerous events of historical importance, as is apparent in the following sections. Currently it is extremely difficult and labor intensive for researchers to compare and contrast newspaper coverage of important historical events in the two geographic areas. While the collections and resources available at the University of Florida and the University of Puerto Rico differ in many ways, the availability of news content from both collections will provide many unique, valuable, and synergistic research opportunities.

History of Newspapers in Florida 1836-1922

Newspapers have a long and distinguished history in Florida, dating back to the *East Florida Gazette*, a Tory newspaper published in St. Augustine while the region was under British rule in 1783. There also is indirect evidence of a Spanish-language newspaper, *El Telegrafo de las Floridas*, being published at Fernandina in 1817. During this timeframe the Seminole Wars began. Lasting until around 1860, these “wars” were comprised of various intermittent conflicts between the various Native American populations, the black population and the white settlers of the region. After Florida was ceded by Spain to the US and became an American territory in 1821, *The Floridian* began publication in Pensacola and the *Florida Gazette* began publication in St. Augustine.

In 1830 Florida was still sparsely populated, with only 34,730 people living in the 15 counties within the territory. Although, according to James Owen Knauss, there were 44 newspapers published during the territorial period. Knauss's book, *Territorial Florida Journalism*, is generally considered the single authoritative source for information on newspapers in Florida during this period. An analysis of these territorial newspapers indicates publications focused heavily on promoting immigration and statehood for Florida.

By 1845, the year Florida became a state, Florida's population stood at 66,000. The Act establishing statehood for Florida was approved on March 3, 1845 by the second session of the 28th Congress, making it the 27th state admitted to the Union. In the years leading up to the Civil War the number of Florida newspapers, and their influence, had increased greatly. Most had strongly partisan views, including the *Florida Whig* in Marianna and *The Whig Banner* in Palatka. By the beginning of the Civil War the state's newspapers had become sharply political. Democratic papers like *The Southern Confederacy* published in Jacksonville (1861) were eventually countered by Republican papers like *The True Southerner* published in Tampa (1868). Jacksonville's Republican paper, the *Florida Union* (1864), continues today as *The Florida Times-Union*.

Although there were only 26 weekly newspapers in publication during the war period they played a large role in the issues of the day, including the defense of slavery and support for secession and war. The *Tallahassee Floridian and Journal* was an early supporter of secession and many other papers urged citizens to form militias in preparation for war.

During the Civil War, a number of important battles were fought on Florida soil, including the Battle of Olustee, the Battle of Natural Bridge and the attack at Fort Pickens in Pensacola. At least one newspaper, the *St. Augustine Examiner*, was taken over and published by Union forces. The *Key of the Gulf* (Key West) also was seized by Union forces and the editors were replaced with pro-Union supporters. One Confederate newspaper became the state's first African-American title. Josiah Walls, who came to Florida in 1864 with the Third Infantry Regiment, United States Colored Troops, purchased *The Cotton States* from a former Union general after the war and published *The New Era* from Gainesville, in 1873. Newspapers and their publishers then went on to wield heavy influence on the political and social developments of Reconstruction, with Florida's total papers growing to 42 during this period.

The period from Reconstruction until the crash of 1929 was a time of substantial growth in Florida. The economic boom and resulting increases in building, expansion and tourism had significant impact on the state. During the mid-1870s the expansion of the railroad system in Florida began, spearheaded primarily by industrialists William D. Chipley, Henry B. Plant, and Henry M. Flagler. In 1876 the state

played a decisive role in the controversial presidential election between Samuel Tilden and Rutherford Hayes, when Florida was one of three states with disputed electoral votes. Newspapers were covering, among other events, war, the yellow fever epidemics, the land boom, natural disasters, and the coming of the automobile. The "Great Freeze" of 1894 destroyed a large percentage of the agriculture in Florida, most importantly the citrus trees that had become one of the primary crops. The resulting damage heavily impacted real estate values and slowed the state's growth. The Spanish-American War, due to the geographic proximity to Florida, greatly impacted the population of Florida and the port city of Tampa was used as the embarkation point for the invasion of Cuba. Other cities were used as reinforced bases or camps and thousands of soldiers and others who had entered the state during the war returned afterward as permanent residents.

By 1905, the year before the first of three major hurricanes hit the state, Florida had close to 600,000 residents and 173 newspapers/periodicals, including 19 daily papers. During World War I the state's shipyards, agriculture and population were heavily impacted and Florida was one of the primary training grounds for World War I fighting men, particularly aviators, as weather permitted year-round activity. The post-World War I period saw the number of dailies grow to 33 in 1921 and 53 in 1925, although the land boom collapse dropped that number to 46 by 1927. Another major storm hit in 1926 and in 1928 one of the greatest natural disasters ever to occur in the US hit the Lake Okeechobee region.

As the state evolved from an agrarian to a more urban state, newspaper circulation increased substantially in the large urban areas around Jacksonville, Miami and Tampa and coverage began to focus more on national news than in previous periods. In addition, the larger urban papers began featuring far more foreign news for the first time since the Great War. Since the 1930s Florida newspapers have been responsible for keeping Floridians informed about important events on the local, state, national and international levels. World War II had a significant impact on the state and newspapers led a patriotic outpouring of support. Newspapers also played a key role in the civil rights movement, reported on events in Cuba, covered the space race and the worldwide impact of Cape Canaveral, and detailed the development of Disney World in central Florida.

A line drawn across the Florida peninsula from the mouth of the Suwannee River on the Gulf of Mexico to Daytona Beach creates a northern and southern division more eye-opening than the historical east-west partition. Two-thirds of the total population lived in the northern section at the turn of the century; less than a fifth of total population remains at the close of the century. Newspapers in the northern section tend to have been published continuously in stable communities for long periods.

The diversity in Florida's newspapers is largely attributable to population movements into the southern section of the peninsula. Retirees, tourists, immigrants, and refugees have converged from numerous points, and there are newspapers serving a variety of groups and interests. Close to two million Floridians currently are of Hispanic origin, and 280 Spanish-language newspapers are listed in the US Newspaper Program database, all published in the southern section of the state and three dating from the last century. The Spanish-language *La Gaceta*, begun in Tampa in 1922, soon included an Italian-language section among its pages, recognizing fellow immigrants proficient in a language other than English. Fifty-two African-American titles have been identified. Florida currently has several metropolitan dailies with national reputations and nearly 900 weeklies in publication. (See Appendix D for the authoritative chronology of Florida newspaper history.)

History of Newspapers in Puerto Rico

As the chronology of events in Puerto Rico suggests, the period between 1836 and 1922 was pivotal in the history of Puerto Rico. The major protagonists of this period—colonial authorities, the elite, political actors, labor activists, women, etc.—used newspapers to promote their activities. The result is that the connection between Puerto Rico’s newspapers and its history is intrinsic. In addition, newspapers of this period can bring to light the nature of the relationship between Puerto Rico and the US, a relationship that has been emblematic of the relationship between the US and Latin America in general.

The printing press arrived in Puerto Rico at the beginning of the 19th century, late in comparison to other Spanish colonies. Circa 1807, *La Gaceta de Puerto Rico* was founded. It was the first newspaper printed in Puerto Rico. Although it included insular and European news, *La Gaceta* reflected the views of the Spanish government and eventually became a singular means of official communication. Puerto Rico’s first daily, *Diario Liberal y de Variedades de Puerto Rico*, appeared in 1821. As a reflection of the liberal climate in Spain and its colonies at the time, this newspaper included discussions on the rights of farmers to possess land. In 1834, the Spanish Crown regained power and began to censor the press. The *Boletín Mercantil de Puerto Rico* was founded in 1839 as a result of the creation of the Chamber of Commerce. Although at first its purpose was to promote commerce, industry, agriculture, and literary production, it later became a semi-official instrument of the Spanish government. Both *La Gaceta* and the *Boletín* condemned the movements toward independence and the abolishment of slavery that took place in the 1870s.

The years between 1870 and 1874 saw the beginning of 45 newspapers. This was due in great part to Spain’s new printing law of May 6, 1866, which in general terms considered it a crime to write against the King and the Real Family, the Legislative Chambers, the Parliamentarians, and other ministers and other governmental authorities; it also was proscribed to issue journal articles which could affect the fidelity or discipline of the Armed Forces. This law was applied to Puerto Rico in 1869 and 1870. Upon its 1874 restoration in Spain, censorship again became law, yet Puerto Rico would never return to the times when one or two newspapers, mouthpieces of the reigning powers, existed. After Spain’s democracy period (1868-1874), the press gained a great momentum. The establishment of the First Spanish Republic in 1873 gave way to the foundation of many newspapers both liberal and conservative, such as *Don Simplicio*, *Don Cándido*, *La Verdad*, *El Avisador del Comercio*, *El Semanario Puertorriqueño*, and others. Governor Primo de Rivera’s press conference in 1873 highlights the influence of the press. After announcing the imminence of the Spanish American war, the governor asked for moderation from the press. He wanted to avoid alarming the population or offending the US government.

The fall of the First Spanish Republic in 1874 gave way to a period of conservatism and repression. Governor General José Laureano Sanz began the repression of liberal intellectuals and their newspapers. Despite the conservative environment, two of the most important liberal newspapers appeared in San Juan: *El Buscapié* (1877) and *El Clamor del País* (1883). These papers criticized the tyranny of Spanish governors, and thus, suffered censorship and punishment. At the same time, numerous newspapers appeared in other cities including Ponce, Mayagüez, Caguas, and Fajardo. One of the most important newspapers founded in San Juan was *La Integridad Nacional* (1885), a publication of the party Incondicional Español. The year 1887 was one of severe persecution against liberals. Journalists and editors were imprisoned and condemned to death. Liberal newspapers like *El Clamor del País* and *El Buscapié* denounced the persecution, whereas conservative newspapers like *El Boletín* attacked those seeking autonomy. Many newspapers disappeared. Both *El Porvenir* and *El Escarpelo*, founded in Cayey

in 1889, came to swift ends, but had as a worthy successor in the weekly *El Cañón*, which suffered significant reprisals for its attacks on the government and for writing about slavery issues.

In 1890, 19 newspapers were started; 25 more followed suit in 1891 and an additional 27 came into being in 1892. Especially noteworthy from 1892 is *El Noticiero* (successor to *El Diario de Ponce*) founded by Ramón María. On May, 1893, Aguadilla's first newspaper, *La Región*, was first published; however, that year also would be its last. Also in 1893, Aguadilla's *El Criollo* replaced *Voz del Pueblo*, which was directed by Pedro Acevedo Rivera.

The Puerto Rican press experienced a great transformation during the last decade of the 19th century. Doctrinaire journalism gave way to critical and news information. Journalists became more professional; permanent sections appeared, and editors began to rely more on "facts" than opinion and imagination. Luis Muñoz Rivera, founder of the Union Party, opened *La Democracia* at the beginning of the decade. Because of its popularity, it became one of the most influential newspapers of the time. It was one of the first newspapers to take advantage of new technologies and of international correspondents. However, the newspaper that set a new paradigm was *La Correspondencia de Puerto Rico* (1890). Ramón B. López, its founder, was not a politician but a businessman. He wanted his newspaper to be profitable. Unlike other newspapers of the time, *La Correspondencia* was a daily that published interesting news instead of political discourse. It did not side with any political group or ideology. In addition to news, it included advertising, and it was very cheap and became very popular. Other newspapers had to follow this model in order to compete. This decade also saw the development of a strong labor movement in Puerto Rico. In 1897, *Ensayo Obrero*, the first newspaper associated with this movement was published.

The years previous to the Spanish American War were an intense period in Puerto Rican Press. There was great discussion on the role of US newspapers as instigators of the war, of the reaction of the European press, and of the economic dependency of the Caribbean on US markets and products. During the Spanish-American War, many US correspondents traveled to Cuba and Puerto Rico to cover the news of the insurrection and other events related to the war. Reporters such as Edwin Emerson, who was accredited by the U.S. Navy and Army, had a two-fold mission: to send secret reports to the government about the happenings of the war and to send public news to their respective newspapers. These reporters were flocking to Key West, Tampa and Pensacola to develop plans to reach the Islands to cover these events. The reports and articles of these journalists were published in newspapers such as the *Equator-Democrat* (Key West, FL), the *Herald*, *Harper's Weekly*, *World's*, *Chicago Record* and the *Chicago Daily News*.

Puerto Rican journalists also began to compare and contrast their press to that of the US. Liberals admired the idea of free speech, whereas conservatives denounced its sensationalism. Once the Spanish American War began, the press carefully followed its development because Puerto Ricans knew that this war would change their fate. Prior to the transference of Puerto Rico's sovereignty to the US, the first English newspaper was published: *The Porto Rico Mail* (1898). After the transference, the American eagle replaced Spain's coat of arms in *La Gaceta de Puerto Rico*, which disappeared soon after.

Subsequent years featured constant persecution of journalists. *La Democracia* deplored the arrival of US companies, but the government repressed the newspaper. Luis Muñoz Rivera, founder of *La Democracia* and of the Union Party, opened another newspaper: *Diario de Puerto Rico* (1900). Both newspapers sponsored a certain degree of autonomy for Puerto Rico, and as a result suffered censorship. Like before, Puerto Rican newspapers continued to reflect the political dichotomy between

liberals and conservatives. Puerto Rico's Republican Party founded *El Aguila de Puerto Rico* (1901) and *El Tiempo* (1907). Like the party, these papers promoted annexation and statehood. On the other hand, Santiago Iglesias, leader of the labor movement, founded the newspaper *Unión Obrera* (1902). At the same time, existing newspapers experienced dramatic changes. Manuel Zeno Gandía, medical doctor, writer, politician, and journalist, bought *La Correspondencia de Puerto Rico* and gave it a political theme, whereas *El Boletín* became more journalistic. It also was the first Puerto Rican newspaper to import a linotype machine; *La Democracia*, *El Tiempo*, and *La Correspondencia* followed it. By the end of the first decade of the 20th century, several English newspapers began publication, such as *The Portorrican Student* (1908), *The Horticultural News* (1910), and *Porto Rico Progress* (1910). Three of the most important newspapers in Puerto Rico started publication during the 1910s: *El Diario de Puerto Rico* (Ponce, 1909), *Puerto Rico Ilustrado* (1910), and *El Mundo* (1919). *El Diario de Puerto Rico* was very influential during the entire 20th century, and it continues to be published as *El Nuevo Día*. The *Puerto Rico Ilustrado* had a great impact on Puerto Rican literary production at the time, and *El Mundo* became one of the most popular newspapers.

In his inaugural speech delivered in 1921, Governor Emmet Montgomery Reily declared that the US government was opposed to any kind of autonomy for Puerto Rico and that it considered "foreigners" those who supported it. He specifically asked the press to stop inciting such ideas. *La Democracia* reacted with a campaign against the governor. One of the participants was Luis Muñoz Marín, son of Luis Muñoz Rivera and future first elected governor of Puerto Rico. Because Governor Reily had dismissed the advice of the Bureau of Insular Affairs, the US institution that advised US administration on Puerto Rican matters, the Bureau did not support Reily against his political enemies and against opposition journalism. As a result, Reily was removed. This incident illustrates the impact of the press on Puerto Rico's history. (See Appendix E for a chronology of Puerto Rico's history.)

Newspaper Collections: Paper and Microfilm

[The P.K. Yonge Library of Florida History](#) at UF holds the largest collection of newspapers in the state and is Florida's only collection of newspapers on preservation microfilm. Collection and preservation efforts begun in 1944 called for acquisition of at least one newspaper from each of Florida's 67 counties on an ongoing basis.

[The Puerto Rican Collection](#) at UPR-RP holds the largest collection of newspapers on paper and microfilm in Puerto Rico. Since its official foundation in 1940, the Puerto Rican Collection has acquired by purchase or donation all the Puerto Rican national and local newspapers. In 1984, through the Puerto Rico Newspaper Project an important collection of 19th century papers was obtained. For more than 55 years there has been an ongoing effort of preservation of these newspapers on microfilm.

Prior Cataloging and Preservation Efforts

Newspapers cataloged in the USNP: FL projects were cataloged to guidelines specified in *The Newspaper Cataloging Manual, CONSER/USNP Edition*, in OCLC and local and state catalogs, as well as in a database maintained by the USNP:FL program at UF. As a result, online records described the details of the preservation microfilms created by the project in addition to the characteristics of the source newspapers. Holdings records, i.e., Union List records in OCLC and MARC Holdings records in local and state cataloging, also were created specific to preservation microfilm holdings. Smathers Libraries' Catalog Department serials catalogers continue to maintain these records and to update them with new holdings and title changes.

Smathers Libraries at UF began to produce in-house microfilm copies of its Florida newspapers in 1947. Additional microfilm of current and back runs is purchased from commercial microform publishers. The Florida newspaper microfilm collection now holds more than 10,000 reels, all preserved on polyester-based, silver-negative 35 mm microfilms stored remotely in two generations under ANSI standard conditions. Preservation microfilms listed by the USNP: FL project were those held primarily by UF. With few exceptions, each of these titles had been filmed in the course of UF's on-going newspaper preservation microfilming program prior to the USNP.

The Library System of UPR-RP has been considered a pioneer on the island for its microfilming activities. For more than 55 years it has microfilmed local newspapers and other rare and special items from the *Colección Puertorriqueña* (Puerto Rican Collection). The Microfilm Center has microfilming arrangements with other institutions, such as public and private college and university libraries, as well as governmental agency libraries and other resource learning centers (see Appendix J). The Microfilm Center has an ongoing microfilming program of major newspapers published in Puerto Rico. The microfilm masters are kept in a vault that holds more than 7,000 reels, including all titles filmed for the Puerto Rico Newspaper Project. Duplication of microfilms is done on a regular basis to replace cracked and deteriorated reels due to usage. At present, the Center microfilms current newspapers received by the *Colección Puertorriqueña*.

The newspapers' detailed holdings are registered on a card catalog in the Puerto Rican Collection. Online records of the newspapers on paper and microfilm with a holdings summary are available in the OCLC database and can be accessed through the WorldCat. These records were created following OCLC standards for descriptive cataloging, serials cataloging, and subject cataloging. As part of a conversion project, a few newspapers on paper and microfilm are available through the online catalog of the University of Puerto Rico. These online records were created following the cataloging practices documented in the Cataloging Manual of the University of Puerto Rico-Río Piedras Campus Library System. This manual follows the standards for descriptive cataloging and access (the latest edition of the *Anglo-American Cataloging Rules*), subject analysis (*Library of Congress Subject Headings*), and MARC coding that are used in the Department of Cataloging.

Prior Newspaper Digitization Efforts

The University of Florida Digital Collections (UFDC) hosts more than 300 outstanding digital collections, containing over eight million pages of unique manuscripts and letters, antique maps, rare children's literature books, theses and dissertations, newspapers, historic photographs, oral histories, and more. UFDC enables users to find unique and rare digitized materials held at UF and partner institutions.

The Smathers Libraries is a previous NEH National Digital Newspaper Project awardee and has already contributed over 100,000 pages from newspapers published in Florida between 1900 and 1910 to the Chronicling America database.

The Florida Digital Newspaper Library (FDNL) is an ongoing newspaper digitization project which provides access to over 1,376,000 pages of historic through current Florida. Newspapers in FDNL are openly and freely available with zoomable page images and full text. FDNL builds on work completed in microfilm for the Florida Newspaper Project and includes current Florida newspapers, digitized from 2005 - present, the Digital Military Newspaper Library (a pilot project for military newspapers published in Florida and the Caribbean), historic Florida newspapers and historic news accounts from sources

published outside Florida. During 2012 there were approximately 15.5 million page views of FDNL content.

UF is a founding partner of the Digital Library of the Caribbean (dLOC) and is co-administrator, along with Florida International University (FIU) and the University of the Virgin Islands. The Smathers Libraries also provides the technical infrastructure for the project. dLOC is a cooperative of [35 national and international partners](#) including the Caribbean and circum-Caribbean that provides users with access to digitized versions of Caribbean cultural, historical, and research materials. Types of collections include but are not limited to: newspapers, archives of Caribbean leaders and governments, official documents, documentation and numeric data for ecosystems, scientific scholarship, historic and contemporary maps, oral and popular histories, travel accounts, literature and poetry, musical expressions, and artifacts. During 2012 there were over three million page views of the dLOC content.

In addition to providing the technical infrastructure, training, and support for dLOC activities and FDNL, the Smathers Libraries at provide support for numerous shared digital collections and libraries with many [partners](#) at UF, in Florida, in the US, and around the world to support to individual and cooperative digital library initiatives, and to ensure permanent access and preservation for all materials.

The digitizing efforts of the Library System of the University of Puerto Rico-Río Piedras campus began in 2003 with *El Mundo* Newspaper Photograph Collection Digitization Project. This vast and unique photographic archive holds more than 1.2 million images -- black and white prints, negatives and color slides-- that constitute a graphical representation of Puerto Rican history in the 20th century. Most of these images have not been published. Currently, the images from *El Mundo* are being uploaded to the [Biblioteca Digital Puertorriqueña](#), which was created and developed through funding from NEH. To-date, UPR-RP has not been engaged in specifically digitizing newspapers.

The Digital Library, an online repository of information resources related to Puerto Rican history and culture was inaugurated in 2007. It assures documentary legacy preservation, access and dissemination to UPR's Library System; it also provides free and open access through the Internet to researchers, scholars, students, and anyone interested in the history, politics, economy, social and cultural issues, and events of Puerto Rico from the 19th century to the present. This digital archive comprises invaluable primary sources such as manuscripts, maps, photographs, caricatures, drawings, postcards, posters, and other publications.

UPR-RP has been one of the partners to have most supported the Digital Library of the Caribbean's project [Caribbean Newspaper Digital Library](#) (CNDL) hosted by UFDC. The purpose of this project is to provide access to newspapers and other types of newsprint produced in the Caribbean and held at various repositories. The partners of this project have taken an active role by digitizing materials, securing permissions, and creating metadata.

In 2010, Smathers Libraries received a Technology Fee grant award from Florida International University (FIU) to select and digitize materials that would support research and teaching at FIU. Puerto Rico's newspaper, *El Mundo*, was selected as meeting these parameters. Funding allowed UPR to duplicate the master negative microfilm for several years of *El Mundo*. The duplicate was then sent to UF to digitize and upload to dLOC.

Smathers Libraries at UF also recently received a Library Services and Technology Act (LSTA) grant award to develop the Florida Jewish Digital Newspaper Project. This award supported the digitization of 128

reels of the *Jewish Floridian* newspaper, Florida's first ethnic newspaper of note, which is only held by UF and one other institution. (See Appendix F for screen shots of current digital newspaper collections.)

Newspaper Selection Plan

The project's Advisory Board comprised of history scholars, journalism scholars, and librarians, will be formed and will be charged with the responsibility of selecting newspaper titles from the pool of master negative microfilm identified as suitable for digitization. In addition, the Advisory Board also will be responsible for writing the descriptive essays (500-word maximum) for each of the selected titles and will participate in the dissemination of information about the project.

Adhering to the selection criteria provided by the Library of Congress (<http://www.loc.gov/ndnp/contentselection.html>), the advisory board will prioritize a list of candidate newspaper titles for digitization. Previously digitized non-commercial titles will not be candidates for selection. As recommended by the Library of Congress, the Advisory Board will create a rating scale giving higher scores to titles with the follow attributes:

- Titles recognized as the "paper of record" at the state or county level
- Titles with statewide or regional influence
- Titles considered to be important informational sources for specific ethnic, racial, political, economic, religious, or other special audiences or interest groups.
- Orphaned titles
- Titles with state-wide or multi-county geographical representation
- Titles with long runs of complete chronological coverage (i.e. lacking major gaps on the microfilm between the eligible years of 1836-1922)

To facilitate the Advisory Board's discussion and decision-making process, project staff will set up and maintain a secure wiki or collaborative web site as well as an email list-serve or discussion board. The following materials will be available on the collaborative web site:

- Links to NDNP and NEH web sites
- Library of Congress and NEH Content Selection Guidelines
- Ranking formula and forms for title prioritization
- List of titles on master negative microfilm suitable for digitization
- Map of Florida and Puerto Rico including counties and county seats
- Timeline of major events in Florida and Puerto Rico history from 1836-1922
- Bibliography of sources related to Florida and Puerto Rico Newspapers
- Advisory Board roster

After digitization and loading, the records for the selected titles will be updated to include active links to the digitized titles via the in US Newspaper Directory available on the Chronicling America website.

Methodology and Standards

Access to Master Negative Microfilm, 1860-1922

Due to the somewhat unique nature of the history of Florida, the overall availability of historical newspapers on microfilm is somewhat limited when compared with many other states. As a result of a lack of a comprehensive statewide plan to preserve the news, the vast majority of the historical newspaper microfilming in the state was completed by UF. Beginning in 1944, collection and

preservation efforts at UF called for the acquisition of at least one newspaper from each of Florida's 67 counties on an ongoing basis. Smathers Libraries staff began producing in-house microfilm copies of its Florida newspapers in 1947 and continued that process, along with retrospective microfilming efforts of other titles, until the early 2000s. Additional microfilm of current and back runs was also purchased from commercial microform publishers. Smathers Libraries holds the largest and most complete set of newspaper microfilm in the state, and the project will have access to UF's more than 10,000 reels of microfilmed images held in the Humanities & Social Sciences Library.

The fact that this dearth of microfilmed newspapers exists in Florida is one of the factors providing motivation for this proposal. The lack of alternative film sources for these titles raises some serious concerns about the potential threat of deterioration or loss. The digitization of these papers will mitigate these concerns and guarantee future access.

A comprehensive list of Florida newspapers held on microfilm by UF is available in Appendix B.

The Library System UPR-RP holds the largest collection of Puerto Rico newspaper master negative microfilms. A significant number of these microfilms were part of the Puerto Rico Newspaper Project (PRNP) implemented from 1984 to 1990. The Library System holds copies of most of the titles microfilmed in the PRNP and owns 480 microfilmed newspaper titles. The Microfilm Center has had extensive experience in microfilming, reading film densities, quality review, and duplication of microfilm reels. The master microfilm reels are kept in a vault for security and preservation. Appendix C contains a list of the titles of all 1836 to 1922 newspaper holdings.

Newspaper Title Selection

The Advisory Board will be charged with the responsibility of selecting newspaper titles from the pool of master negative microfilm identified as suitable for digitization, excluding titles already digitized. The Advisory Board will be comprised of librarians, scholars, and journalists from multiple institutions in Florida and Puerto Rico. The Advisory Board is divided into two groups for Florida and Puerto Rico for the selection process.

At project initiation, the project staff will set up and maintain the Advisory Board's secure wiki or collaborative web site as well as the email list-serve or discussion board. This site will contain the relevant information, including NEH and LC selection criteria, needed to complete the title selection process. Advisory Board members will submit completed newspaper title ranking forms to the secure web space. The project PIs and project coordinator will review the rankings and formulate decisions to be shared with the Advisory Board. Members of the Advisory Board will provide feedback by means of the secure discussion board, list serve, or conference call. The project PIs and project coordinator will not select vendors for duplication, digitization, and metadata creation until final title selection has been made.

Members of the Advisory Board

Florida:

James Cusick, PhD, is Curator of the P. K. Yonge Library of Florida History at UF. He is a research associate of the St. Augustine Historical Society and the Historic St. Augustine Research Institute and serves on the board of directors for the Seminole Wars Historic Foundation, the Gulf South History and Humanities Conference, and the Florida Historical Society.

Mike Denham, PhD, is a specialist in Southern and Florida history at Florida Southern College (FSC). Before joining the FSC history faculty in 1991, Dr. Denham held teaching appointments at Florida State University where he earned his Ph.D. degree in 1988, Georgia Southern University, and Limestone College in Gaffney, South Carolina. His articles and reviews have appeared in many scholarly journals and newspapers and he has written numerous books on the history of Florida. An award-winning author and public speaker, Denham was awarded the Florida Historical Society's Arthur W. Thompson Prize in 1992 and the James Horgan Book Award (2002).

Gary Mormino, PhD, was previously the Frank E. Duckwall Professor of History and Director of the Florida Studies Program at University of South Florida (USF) St. Petersburg. He is a prolific writer, author of a wide range of academic and popular books. He received his PhD from the University of North Carolina and has taught at USF since 1977. In 2003 the Florida Humanities Council named him its first Humanist of the Year.

Ronald Rogers, PhD, is an Associate Professor in the UF College of Journalism and was recently chosen as a UF Research Foundation Professor. His research emphasis is on media history and he is the sole author of 10 refereed publications in leading journals including "The Social Gospel and the news" published in *Journalism and Communication Monographs*. He was ranked 11 among 35 faculty members in an analysis of AEJMC refereed conference paper productivity for the period 1999-2008.

Puerto Rico:

Luis Fernando Coss Pontón, PhD, Professor of Journalism, University of Puerto Rico, is a prolific journalist, researcher, and a pioneer in cyberjournalism. He has a vast field experience as director of major newspapers, radio programs, and Puerto Rico Public Television programs. He has founded several newspapers and an organization that sponsors investigative documentaries. In 2003 he received an Emmy award and has been recognized by UNESCO for his journalistic work. He received a Ph.D. in history in UPR in 2007.

Mary F. Gallart Calzada, PhD, a Humanities Professor in the College of General Studies at the University of Puerto Rico, has been Co-coordinator of the Gender Studies Program and Director of the Bachelor's Program at the College of General Studies. She also has served as Assistant Dean of Academic Affairs at the Río Piedras Campus and at the Central Administration of the UPR University System. She obtained a PhD in history at the University of Puerto Rico in 1992 and has published her research in books and scholarly articles.

Fernando Picó, PhD, Professor of History, University of Puerto Rico since 1972, is an expert in 19th century Puerto Rico history and is considered the highest authority in this area of study. He is considered one of the great intellectuals and historians of the island and has published extensively. He has received several distinctions, such as Humanist of the Year 2005, and Distinguished Professor of 2010. He received his PhD from Johns Hopkins University in 1970 and also studied in Spain and Italy.

Víctor Federico Torres, PhD, has worked as an academic librarian since 1977. He has been director and head librarian of several academic libraries and research collections, and he worked at the University of Puerto Rico until 2009. He has taught courses in the field of librarianship and literature in Puerto Rico and in Central America. He has published academic articles and books in both fields. A Fulbright Scholar, he was awarded the Fulbright Specialists Grant. He has received several recognitions, the most recent in 2009 *Premio José Toribio Medina*, at XLVIII SALALM Conference. He obtained a PhD in Latin-American Literature at the University of New Mexico in 1996.

Work Plan

OVERVIEW

In addition to the normal processes associated with previous NEH NDNP grants, the collaboration between UF and UPR-RP requires additional workflows. These are detailed in the narrative and timeline below. UF will hire a Technical/Project Coordinator to oversee the technical details of the project, coordinate workflow with the digitization vendor and ensure that all technical and quality control milestones are met. The Technical/Project Coordinator will coordinate all other deliverables and requirements.

For instance, before the start of the project, project staff will identify free-access, online newspapers in Florida and Puerto Rico (both historical and currently published) which have been digitized from paper or issued as electronic editions of print newspapers. Project staff will then submit these for inclusion in the *Chronicling America* newspaper directory.

SELECTION OF TITLES

The intellectual criteria for selecting newspaper titles are discussed above in Newspaper Selection. In short, the following steps will be performed by the respective staff and Advisory Board members at each institution.

- Staff will prepare a list of possible titles for inclusion.
- Staff provides background information to allow Advisory Board to make its selection
- Advisory Board will meet, discuss and approve a list of titles for inclusion in the project and will follow criteria described in the previous section.

EVALUATION OF MICROFILM

After the Florida and Puerto Rico Advisory Board members have produced their lists of selected newspaper titles for digitization, project staff will verify that the master negatives meet the technical guidelines set forth by the Library of Congress. Staff at UPR and UF will remove poor quality film from the digitization list and those titles will be replaced by the other newspapers on the Board's list.

MICROFILM DUPLICATION

Once project staff has confirmed titles for digitization, the second-generation silver negatives will be created from camera master negatives. The UPR film will be reproduced by UPR's Microfilm Center and the UF film will be duplicated by an outside vendor currently handling all film duplication processes for Smathers Libraries. As outlined in the Budget Notes, the cost of film duplication has been normalized at the same cost per reel for both UF and UPR-RP to ensure equitable distribution of funds and to allow for possible fluctuations in duplication costs. Following duplication, all film will be temporarily housed at UF prior to being sent out for digitization.

VENDOR SELECTION

The Florida and Puerto Rico Digital Newspaper Project will rely on a vendor to scan microfilm, create the derivative files, perform OCR and encode metadata. Florida state law requires selection of the vendor through UF's Request for Proposal (RFP) process. Consequently, a vendor cannot be chosen until after the project team has received notification of the grant award. Upon receipt of competitive bids, project staff will select a vendor based on cost and these additional factors:

- Ability to conform to National Digital Newspaper Program Technical Guidelines for project deliverables
- Prior experience with microfilm digitization and OCR conversion
- Expertise in derivative file creation and metadata encoding.

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

METADATA PREPARATION

The Florida and Puerto Rico Digital Newspaper Project will provide structural and technical metadata to meet guidelines specified in Appendices A, B and C in the National Digital Newspaper Program Technical Guidelines. Prior to sending second-generation, silver negatives to the vendor for digitization, project staff will gather basic information about the reels employing use copies held by UF and UPR-RP. They will examine each page, paying particular attention to such discrepancies as:

- Newspaper title changes on a reel
- Inconsistent volume, title and page numbers
- Missing pages
- Pages out of order

Staff will create a spreadsheet for each reel and note the discrepancies, along with newspaper title, Library of Congress Control Number (LCCN), date, issue/edition and page number. The spreadsheet will be provided to the vendor responsible for digitization of the microfilm and metadata encoding.

For each reel, Florida and Puerto Rico Digital Newspaper Project staff and the vendor will create structural metadata that includes the following:

- A title identifier using LCCNs normalized to MARC21 standard
- A unique identifier for each issue, using LCCN, issue date and edition order
- A unique identifier for each page, using LCCN, issue date, edition order and record sequence number
- Issue/edition metadata for issues/editions known to be published but not available as a digital asset. This information will be represented with a record for the issue/edition, and use of the Issue Present indicator to note that the issue/edition described is not available.
- Page metadata for all pages known to be published but not available as a digital asset. This information will be represented with a record for the page and use of the Page Present indicator to note that the page described is not available. Project staff and the vendor also will create technical metadata for each newspaper page that supports the functions of a trusted digital repository. Additionally technical metadata concerning the quality characteristics of the digitized microfilm will be encoded in a METS object with other digital assets.

Smathers Libraries is a CONSER member with several catalogers trained in creating CONSER records. As part of the Florida and Puerto Rico Digital Newspaper project, a cataloger will review the existing CONSER records—creating original full-level CONSER records where no records exist, authenticating non-CONSER records and enhancing CONSER records as needed. Project staff will export the updated records to the Library of Congress in MARC21 Communications format and confirm the record's inclusion in the CONSER/USNP Union List prior to submitting associated digital pages.

MICROFILM DIGITIZATION

The vendor will scan from a clean, second-generation duplicate, silver negative and create derivative files according to specifications described in Appendix B of the National Digital Newspaper Program Technical Guidelines. The silver negative will be scanned in 8-bit grayscale with a maximum resolution between 300-400 dpi, relative to the physical dimensions of the original material. Scanning will produce an uncompressed, unprocessed TIFF 6.0 file for each newspaper page on the microfilm. In cases where newspaper titles were microfilmed with two pages per frame, the vendor will make adjustments to

produce a single image file for each newspaper page. The scanned TIFF will be de-skewed and cropped to the page edge, if necessary. Prior to digitization of each reel, the vendor will scan a target. The vendor will scan a second target during the reel digitization to aid in monitoring of scan quality. Each target will be described appropriately in reel metadata. The target will be purchased from a source specified by the Library of Congress.

In addition to a TIFF 6.0 file for each newspaper page on microfilm, the vendor will produce a:

- JPEG 2000 file from the TIFF 6.0 file. The JPEG2000 file will conform to the 21 specifications listed in Appendix B of the NDNP Technical Guidelines. For instance, each JPEG 2000 file will have 6 decomposition levels, 25 quality levels and a compression ratio of 8:1.
- PDF file from the TIFF 6.0 file. The PDF file will conform to the 18 specifications listed in Appendix B of the NDNP Technical Guidelines. It will have a file name corresponding to a specific page image, hidden text and metadata referring to the source publication, the date of publication, page number, the reel number and sequence order.

CREATION OF OCR FILES

The vendor will create one OCR text file for each newspaper page image. The text conversion process will produce files that meet the specifications listed in Appendix B of the NDNP Technical Guidelines.

Each text file will contain:

- Uncorrected text
- Word-bounding boxes zoned for column recognition. Files will be free of article level segmentation.
- Bounding box coordinate data at the word level.
- UTF-8 characters
- No graphic elements

The text created through OCR will be encoded using ALTO Version 2.0. If possible, the vendor will supply confidence level data at the page, line, character, and/or word level. Additionally the vendor will seek to provide point size and font data at the character or word level.

QUALITY CONTROL AND VALIDATION

The Florida and Puerto Rico Digital Newspaper Project Coordinator at UF will remain in frequent communication with the vendor via telephone and email. Additionally, project staff will establish a wiki to document procedures, maintain a schedule and track deliveries. After completion of microfilm scanning, file creation and metadata encoding, the vendor will validate files using the NDNP Digital Viewer and Validator (DVV). Vendor staff will validate the following files:

- TIFF 6.0 master digital page image
- JPEG 2000 derivative digital page image
- PDF page image with hidden text
- The OCR text file with bounding-box coordinates

The vendor also will validate that all metadata is in METS as prescribed in Appendices A and C of the NDNP Technical Guidelines.

Upon completion of the validation process, the vendor will send validated files on external hard drives to the Smathers Libraries where project staff will:

- Note the receipt of deliverables in the project wiki
- Revalidate all deliverables
- Request vendor recreate deliverables that failed to validate
- Confirm vendor has accounted for discrepancies noted by project staff during their initial evaluation of reels

- Ensure vendor correctly used Issue Present and Page Present indicators
- Verify the four digital files associated with a newspaper page (TIFF, JP2, PDF and OCR text file) use the same file name and differ only by respective file extensions.

DELIVERY TO LIBRARY OF CONGRESS AND NATIONAL ENDOWMENT FOR THE HUMANITIES

After Florida and Puerto Rico Digital Newspaper Project staff has performed quality control on each batch of digital files delivered by the vendor, they will send the files to LC on a USB 2.0- enabled, external hard drive. The drive will be free of write-protection. Hard drives will be sent to LC via a shipping provider that offers tracking.

Each hard drive will contain a single batch of digital files stored in a directory structure prescribed by LC. Once the digitization and validation process has begun, Florida and the Puerto Rico Digital Newspaper Project will send batches to LC on a monthly basis, ensuring that no single batch exceeds 10,000 pages.

Project staff also will deliver to LC essays for each selected newspaper title included in the project. These essays will not exceed 500 words and will discuss the history, significance, scope, and content of each title. Staff will also provide LC with a list of Florida newspaper titles with archives on the web. This document will include only those titles not digitized as part of this NEH funded project and provide title-level bibliographic information, a description of the digital resource, and details on CONSER updates implemented as a result of identification of the digital resource.

Finally, project staff will send LC a bar-coded, duplicate silver negative of each microfilm reel included in the Florida and Puerto Rico Digital Newspaper Project. The duplicate will be made from the camera master and the bar-code will be supplied by LC. Project staff also will provide periodic reports to NEH. These reports will describe the work completed and preview tasks that remain, as well as required financial information. Staff will adhere to the reporting schedule designated by NEH.

During the project's last six months a UF assessment team will develop and administer usability testing to examine the ease of use, navigability and learnability of both the *Chronicling American* user interface and the Florida Digital Newspaper Library interface. An example of the report resulting from the earlier NDNP/FDNL usability testing is available at [Usability Test Report for Chronicling America](#).

DISSEMINATION OF PROJECT

The progress and results of this project will be publicized throughout the project via regular news releases from UF and UPR-RP Libraries. A project website will be developed which will bring the project and its results to the attention of educators, libraries, historical organizations and the general public. Information about the project will be presented at professional meetings and conferences, and the project also will be promoted via listservs, lectures, scholarly networks, and publications. UF plans to leverage its successful Google optimization techniques and promotional methods to drive users to these new collections. In addition, all the digitized titles will be included in [NewspaperCat](#), the award winning newspaper discovery tool developed by UF librarians. In short, every effort will be made to reach as wide and diverse an audience as possible.

Timeframe

Fall, September – November
Winter, December – February
Spring, March – May
Summer, June – August

Roles

UF 
UPR 
Vendor 

Activities and Responsible Institutions	Fall 2013	Winter 2013/14	Spring 2014	Summer 2014	Fall 2014	Winter 2014/15	Spring 2015	Summer 2015
Prepare list of suitable titles for review by Advisory Board for selection (UF/UPR)	■							
Attend initial meeting at LC (as scheduled) (UF)	■							
Develop an agreed-upon production schedule with LC (UF/UPR)	■							
Select titles for digitization (UF/UPR Advisory Board)	■							
Provide LC with list of selected titles, to include title, geographic and chronological coverage, and LCCN (UF/UPR)		■						
Deliver Federal Cash Transactions Report (UF)	■	■	■	■	■	■	■	■
Write 500 word essay for each selected title (UF/UPR)		■	■	■				
Create 2N silver negative MF from masters (Vendor)		■						
Duplicate selected newspapers from master negatives housed at UPR-RP Microfilming Center		■						
Deliver to UF duplicated microfilms		■						
Perform additional technical analysis of selected titles (Vendor)		■	■					
Create deliverables: TIFFs, derivative images, metadata, OCR files, per LC guidelines specified in the workplan (Vendor)		■	■	■	■	■	■	■
Validate deliverables using DVV (Vendor)		■	■	■	■	■	■	■
Deliver validated deliverables to UF (Vendor)		■	■	■	■	■	■	■
Trace receipt of deliverables (UF)		■	■	■	■	■	■	■
Revalidate all deliverables from vendor (UF)		■	■	■	■	■	■	■
Create metadata as necessary for required Issue Present Indicators and Page Present Indicators (UF)		■	■	■	■	■	■	■
Deliver sample digital assets to LC (UF)		■						
Prepare semi-annual report and deliver to LC (UF)		■		■		■		
Deliver assets to LC on a monthly schedule (UF)			■	■	■	■	■	■
Ensure 25% deliverables are validated/delivered to LC by 6/1/14 (UF)			■	■				
Attend annual meeting at LC (as scheduled) (UF/UPR)						■		
Label all 2N duplicate silver negative MF with barcodes from LC (UF)				■	■	■	■	■
Deliver all 2N duplicate silver negative MF to LC via parcel post (UF)				■	■	■	■	■
Ensure all digital assets are validated and delivered to LC (UF)							■	■
Update/create CONSER MARC records for newspaper titles (UF/UPR)					■	■	■	
Develop and initiate interface usability testing and create report (UF)							■	■
Deliver final report to LC (UF/UPR)								■

Key Personnel - UF

Reakes, Patrick - (Principal Investigator – two years at 10% FTE cost share) is the Chair of the Humanities & Social Sciences Library previously served as Chair of Departmental Libraries for two years and Head of the Neuharth Journalism Library at UF for nine years. He holds an MSLS from Florida State University (FSU), a BS in Public Relations from UF, and is a graduate of the General Motors Management

Development School. He was recently a Fellow in the Association of Research Libraries (ARL) Research Library Leadership Program, a highly competitive executive leadership program designed and sponsored by ARL member libraries to facilitate the development of future senior-level leaders in large research libraries. Prior to coming to UF, he served as a law librarian at Florida Coastal School of Law, where he headed the interlibrary loan department and served as adjunct faculty member. He has been a reference and instruction librarian at FSU, where he served as the Business Librarian. His current research focus is on the impacts of the evolving digital environment on news research and archiving.

Role: Provide general project direction, liaison with the Library of Congress, serve as lead vendor contact and assist the Project Coordinator with coordinating internal library staff in all other areas of production.

Vargas-Betancourt, Margarita – (Co-Principal Investigator— two years at 10% FTE cost share) is the Caribbean Basin Librarian for Smathers Libraries. She is a doctoral candidate in Latin American Studies at Tulane University, holds an MA in Latin American Studies from the same institution and a BA in Hispanic Language and Literature from the National Autonomous University of Mexico. She has been a teacher at various levels and is fluent in both Spanish and English to facilitate communication and collaboration. Her current research interests include Latin American ethnic diversity, colonial and modern history, and education.

Role: Assist with general project direction. Serve as liaison between UF and UPR-Río, coordinating the timeline, the selection of titles for digitization, meetings of the consulting scholars, and oversight of the creation of selected newspaper biographies.

Taylor, Laurie, PhD – (Scholar Liaison and Facilitator – two years at 5% cost share) is the Digital Humanities Librarian for the UF Digital Collections (UFDC), and associated collections and projects hosted by Smathers Libraries using SobekCM including the Digital Library of the Caribbean (dLOC) among many others. Her work focuses on building scholarly cyberinfrastructure to build, preserve, and ensure findability and usability for digital humanities and other digital scholarship projects with digital collections. She serves as technical director for dLOC, technical director for the FDNL, and was co-principal investigator on *America's Swamp: the Historical Everglades*, a project funded by the National Historical Publications and Records Commission to digitize six archival collections.

Role: Facilitate partner meetings and training for UF and UPR, liaise with the librarians and scholars at UF to build collaborations for NDNP current and future projects and provide oversight of the digital collection online presence in the FDNL and the CNDL.

Widmer, Lois -- (Digital Services Manager – 2% cost share) is the Chair of Digital Services and Shared Collections in the UF Libraries, where she oversees the work of the Digital Library Center, Preservation Services, the Auxiliary Library Facility, and development of a statewide shared print collection. She is Co-PI for *Pioneer Days in Florida: Diaries and Letters from Settling the Sunshine State, 1800-1900* beginning April 2013, funded by the National Historical Publications and Records Commission. Widmer previously served as Associate Director, Library and Technology Services, at Brandeis University, where her portfolio included the Institutional Repository, Scholarly Communications, and Electronic Resources Licensing. As Director of Information Services for the Center for Transportation and the Environment at North Carolina State University, she implemented a national information service. She holds a Graduate Certificate in Digital Information Management from the University of Arizona, a Graduate Certificate in Management of Projects and Programs from the Rabb Graduate School of Continuing Studies at Brandeis University, an MS in Library Science from the University of North Carolina at Chapel Hill and a BA in Spanish from Elizabethtown College and Universidad Central de Barcelona, Spain.

Role: Provide oversight and management of the technical aspects of the project, and will manage overall responsibility workflow and quality assessment of deliverables from the production vendor.

Young, Naomi – (Metadata/Cataloging Liaison – two years at 2% cost share) is the Principal Serials Cataloger for Smathers Libraries, and a member of the CONSER Operations Committee (CONSER is the division of the Program for Cooperative Cataloging (PCC) charged with creating and maintaining procedures and standards to provide quality metadata for continuing resources, including serials and newspapers.) She has an MS in Library Science from the University of North Carolina, Chapel Hill, and has over 20 years' experience working with serials in both public services and technical services roles. Her responsibility is to oversee the creation and maintenance of bibliographic and holdings metadata for UF's serials, databases, and related resources, according to national standards. She is the author of *Newspaper Classification: An Expansion of the Library of Congress "A" Classification to Accommodate International Newspapers* (<http://bit.ly/XEARvZ>), a freely available NASIGuide.

Role: Selection and disambiguation of bibliographic records for titles selected for digitization; helping to establish and correct CONSER records as needed.

Pen, Jane – (Quality Control – two years at 4% cost share) is Metadata and Quality Control Coordinator for the University of Florida Digital Collections (UFDC). Pen received her BA in Library Science from Tamkang University in Taipei, Taiwan and her AS in computer information at Santa Fe Community College. Before coming to the Digital Library Center, Pen spent three years handling all aspects of library operations at the library of Nuclear Engineering Department at Tsing-Hua University, Taiwan; eight years as a cataloger at Follett Library Resources in Illinois; one year conducting reference service and computer lab assistance at Schaumburg High School in Illinois; and four years in patron services in Florida's Alachua County Library System. At UF, Pen oversees the Digital Library Center's Quality Control Unit to ensure the quality, consistency, and completeness of non-newspaper digital products, including textual, visual, and metadata contents.

Role: Support training of the grant-funded project coordinator for handling quality control and digital validation of all materials.

Lambert, Anita – (Microfilm Management – two years at 5% cost share) is the Microfilm Specialist and brings 25 years of academic library experience to the project, most recently with an emphasis on microfilm preservation and management. In 2004 Lambert joined the Preservation Services Unit at Smathers Libraries performing quality control and inventory on all preservation microfilm. She also supports the print preservation program through such conservation work as repairing monographs, binding pamphlets and selectively preparing items for commercial binding. Previously she specialized in public services at Palm Beach Community College in Lake Worth Florida where she managed course reserves, assisted patrons, managed serials, and maintained the microfilm collection.

Role: Work closely with Project Coordinator to assist with: review of microfilm; tracking, shipping, and receiving of all film and drives; and coordination with the microfilm duplication vendor for the creation of new film for digitization and submission to Library of Congress.

Renner, Randall – (Digital Validation – two years at 5% cost share) is the Archiving and Preservation Coordinator for Smathers Libraries Digital Services & Shared Collections. He received his MFA in Creative Photography. Before coming to the Digital Library Center in 2002, Renner taught college level courses on computer art and montage, mixed media studio classes, black and white photography, training seminars on various computer applications. His experience in photography spans the entire process, from image capturing via digital or analog methods to the printing and display of the captured images.

Role: Support hiring and training the NEH-funded project coordinator, and serve as a technical consultant. In addition to the grant work, Renner conducts ingest and quality control check for all vended materials into UFDC and dLOC for the Florida Digital Newspaper Library and Caribbean Newspaper Digital Library. Renner also ensures all materials are loaded and archived to the redundant UF storage systems for access and long-term digital preservation.

Canova, Will – (Newspaper & Serials Queue Coordinator – two years at 5% cost share) is the Digital Newspaper Projects Coordinator for Smathers Libraries. He was previously the Newspaper Imaging Coordinator and the Head of Microfilming Program within the Reprographics Unit in Preservation, supervising and coordinating microfilm sales and the entire regular microfilming schedule with Florida newspapers, and Caribbean, African, and Jewish titles. He currently oversees both the processing of newspapers for the Florida Digital Newspaper Library and Caribbean newspapers for the Digital Library of the Caribbean's Caribbean Newspaper Digital Library.

Role: Support the grant-funded project coordinator and serve as a technical consultant.

Ochoa, Marilyn – (Usability/Assessment Team Leader – two years at 4% cost share 2nd year only) is the Assistant Head Librarian for the Education Library at the University of Florida. Her research interests involve user access to services and information technologies in libraries. Since 2005, she has been involved with development and assessment of digital initiatives, leading several usability studies of digital collections. She currently serves as a Director at Large for the Association of College and Research Libraries and chairs the Information Literacy Education SIG for the Society for Information Technology & Teacher Education.

Role: Oversee assessment team who will design and conduct surveys and focus groups to assess user attitudes, research methods and user behaviors relating to the end user interfaces.

Project Coordinator -- (TBD – two years at 100% FTE – cash request: \$49,600 adjusted annual salary)

Role: Responsible for the day-to-day coordination and management of the Florida and Puerto Rico Digital Newspaper Project, including technical and administrative activities, overseeing all microfilm-to-digital conversion activities for historic newspapers, assisting with management of relationships with vendors and external partners, and assisting in outreach activities (See Appendix H Position Description).

Key Personnel – UPR-RP

Torres Alamo, Myra, Librarian, (Project Director – two years at 5% FTE cash request plus 5% FTE cost share) is the Digital Library Coordinator at UPR-RP. She serves as the Coordinator of *El Mundo* Newspaper Photograph Collection Digitization Project of the Library System and the Puerto Rican Heritage Digital Library Project of UPR-RP. She has held various administrative positions in the Library System, including: Acting and Associate Director, Director of Library Services for the Handicapped and Director of José M. Lázaro Library. She served for five years as Consultant for the Puerto Rico Assistive Technology Project of the University of Puerto Rico, Medical Sciences Campus. She earned an MLS from the Graduate School of Library Science, UPR-RP, where she created and has taught the course, *Information Services for Handicapped Individuals*. Torres Alamo is an active member of the Puerto Rico Librarians Society (PRLS) and served as President of PRLS for the 2002-2004 term. She was coordinator of the Self-Study Library System's Steering Committee to assess library services using ACRL Standards. She is currently a member of the Intellectual Property Committee of the Library System, Acting President of the Faculty Personnel Committee, and a member of Río Piedras's Academic Senate representing the Library System faculty. Professor Torres Alamo received the Graduate School of Library and Information Science Award Certificate for Professional Achievement (1999). Some of her academic areas of interest are digital libraries, information technology, intellectual property and copyright, and information services for the disabled population.

Role: She will coordinate and oversee the implementation of the project to insure that goals and timetables are met; organize and maintain documentation of the project; and submit required reports to UF/NEH.

Torres Ramos, Mario (Digital Library Webmaster – two years at 2% cost share) is the Operating Systems Specialist for UPR-RP, holds a BA in Computer Programming, an MA in Public Administration and currently pursues an MA in Library and Information Science. He works as a Systems Operation Specialist in the Library System Automation Program and is the webmaster and performs technical support of the Bridge-to-the-Doctorate Program at UPR.

Role: Responsible for maintaining the technical infrastructure of DL database and serve as liaison between UPR and UF technical project staff.

Millán Díaz, José A. – (Acting Supervisor – two years at 8% FTE cost share) is the Microfilm Center Technician and holds a BA in Education and has completed coursework in computer programming. He has worked as a microfilm technician for 25 years and his duties include preparation and microfilming of materials, duplication of master microfilms on demand, and quality control activities. Currently, he is the acting supervisor of the Microfilm Center.

Role: Coordinate and oversee duplication of master microfilms of selected newspapers tiles and holdings; supervise students assistants assigned to the project.

Ordóñez Mercado, María E – (two years at 2% FTE cash request and 2% FTE cost share) has been the Head Librarian of the Puerto Rican Collection for the past 20 years, is a doctoral candidate in Puerto Rican history, and holds an MLS from UPR's Graduate School of Library and Information Science. She has vast experience in preservation and conservation activities. She also has worked as adjunct professor at the History Department of the Faculty of Humanities.

Role: Assist scholars in their research activities for newspaper titles selection; and coordinate and assist Microfilm Center Supervisor in duplication of master microfilms and quality control activities.

Montalvo, Marilyn – (two years at 2% FTE cost share) is the Director of Technical Services and Automation Coordinator and is Director of Technical Services Department, and Coordinator of Automation Program of the Library System Library System. Montalvo holds a PhD in Linguistics and an MLS from UPR's Graduate School of Library and Information Science. She currently is a member of OCLC's American Regional Council for 2011-2012.

Role: Oversee and support cataloging and technical activities of the project.

Torres Villanueva, Soraya – (two years at 1% FTE cash request plus 1% FTE cost share) is Head Librarian of the Cataloging Section, UPR-RP, and holds a MLS from UPR's Graduate School of Library and Information Science and is Head Librarian of the Cataloging Section, for the UPR-RP Library System. Villanueva has worked as a cataloger for 20 years and is an adjunct professor at the Graduate School of Library and Information Science, where she teaches cataloging courses. She holds an MLS from UPR's Graduate School of Library and Information Science.

Role: Create, update and enhance bibliographic records for Puerto Rico Newspaper titles selected for digitization in WorldCat.

Three undergraduate assistants, (two years each at 15 hours per week for 45 week, cash request). See Appendix H Position Description. Students will be juniors and seniors with prior library work experience or similar work experience. They will assist the Microfilm Center Supervisor in the review of master microfilms to be duplicated to insure pages are completed and will check duplicate microfilms for quality control; and prepare duplicate microfilms to be sent to UF for digitization.



Budget Form

Applicant Institution: *University of Florida*

Project Director: *Patrick Reakes*

Project Grant Period: */day/year through mo/day/year*

[click for Budget Instructions](#)

	Computational Details/Notes	(notes)	Year 1	(notes)	Year 2	(notes)	Year 3	Project Total
			01/01/20__ - 12/31/20__		01/01/20__ - 12/31/20__		01/01/20__ - 12/31/20__	
1. Salaries & Wages								
TBA/Project Manager	\$35,078/yr	100%	\$35,078	100%	\$35,078	%		\$70,156
		%		%		%		\$0
		%		%		%		\$0
		%		%		%		\$0
		%		%		%		\$0
		%		%		%		\$0
2. Fringe Benefits								
		41.4%	\$14,522		\$14,522			\$29,044
								\$0
3. Consultant Fees								
Honoraria	\$500 X 4		\$2,000					\$2,000
4. Travel								
Travel (See Budget Notes)			\$7,503		\$8,589			\$16,092
								\$0
5. Supplies & Materials								
Ext Hard Drives & Imaging Targets			\$2,720		\$2,720			\$5,440
6. Services								

Shipping, Digitization, Duplication & UPR Sub-Contract			\$78,599		\$76,164		\$154,763
7. Other Costs							\$0
8. Total Direct Costs	Per Year		\$140,422		\$137,073		\$0
9. Total Indirect Costs							
28.5% rate; \$129,399-YR1 Base; \$103,428-YR2 Base; Dept of Health & Human Services; 07/01/12	Per Year		\$36,878		\$29,477		\$0
10. Total Project Costs	(Direct and Indirect costs for entire project)						\$343,850
11. Project Funding	a. Requested from NEH						Outright: \$343,850
							Federal Matching Funds: \$0
							TOTAL REQUESTED FROM NEH: \$343,850
	b. Cost Sharing						Applicant's Contributions: \$71,952
							Third-Party Contributions: \$35,032
							Project Income: \$0
							Other Federal Agencies: \$0
							TOTAL COST SHARING: \$106,984
12. Total Project Funding							\$450,834

Budget Notes

University of Florida (UF) and University of Puerto Rico – Rio Piedras Campus (UPR-RP)
October 1, 2013 through September 30, 2015

UF Personnel and Fringe Benefits: All current UF project personnel (10) proposed to work on the project are budgeted as contributed cost share totaling \$71,952. Project faculty and staff members, their roles and individual cost share percent of effort are outlined in the narrative. The project team is requesting NEH funds for one project coordinator (temporary position) during the grant period; \$49,600 each year, totaling \$99,200 for two years.

UPR-RP Personnel and Fringe Benefits: All current UPR-RP project personnel (six) proposed to work on the project are budgeted as contributed cost share totaling \$35,032. Project faculty and staff members, their roles and individual cost share percent of effort are outlined in the narrative. Additionally, NEH funding is requested for three library personnel who will provide equal cash requested effort in cost share: Myra Torres-Alamo, Director (5% FTE at (b) (6)), Maria E. Ordonez-Mercado, Head Librarian (2% FTE at (b) (6)), and Soraya Torres-Villanueva, Head Cataloger (1% FTE at (b) (6)) totaling (b) (6). NEH funding for three student assistants on the project is budgeted at 15 hours per week for 45 weeks; \$14,909 each year for two years, totaling \$29,818.

UF Honoraria: NEH funding is requested for \$2,000 in year-one to provide honoraria to four Advisory Board members at \$500 each.

UPR-RP Honoraria: NEH funding is requested for \$2,000 in year-one to provide honoraria to four Advisory Board members at \$500 each.

UF Travel: NEH funding is requested for both UF and UPR-RP travel expenses as follows: **year-one and year-two travel** from Gainesville, FL to Washington, DC (3 days for PI: airfare \$380/lodging \$1,500/meals \$108 = \$1,988 each year for two years, totaling \$3,976), from Puerto Rico to Washington, DC (3 days for UPR representative: airfare \$382/lodging \$1,500/ meals \$108 = \$1,990 each year for two years, totaling \$3,980) and from Puerto Rico to Gainesville, FL for site visit planning and training purposes (3 days for 3 UPR representatives: airfare \$1,383/ lodging \$1,818 / meals \$324, totaling \$3,525 each year for two years, totaling \$7,050). Additionally in **year-two**, NEH funding is requested for the Library of Congress representative site visit (3 days: airfare \$372/ lodging \$606/ meals \$108, totaling \$1,086)

UF Supplies: NEH funding is requested for 10 external hard drives dedicated to the project at \$200 each in year-one and two, totaling \$4,000. Additionally, the cost for 2 imaging targets at \$360 per strip in year-one and two, totaling \$1,440 is being requested.

Services Budget Category – NOTE: Within this major budget category, these budget items have been included: microfilm duplication, microfilm digitization, and shipping plus the total of all UPR-RP sub-contract expenses described in this document for UPR-RP's Personnel and Fringe (\$45,122), Honoraria (\$2,000), microfilm duplication (\$7,094) and Indirect Costs (\$15,452).

UF Vended Microfilm Duplication: NEH funding is requested for vended duplication services for microfilm of Florida newspapers at \$56.75 per reel for 63 reels in year-one (\$3,575), and 62 reels in year-two (\$3,519), totaling \$7,094. Costs for microfilm duplication were based on the per reel duplication costs Smathers Libraries currently pay through an established, long-term relationship with a

vendor that performs all microfilm duplication for the Libraries. The project team will follow UF policies for obtaining competitive bids for this project, if awarded.

UPR-RP's Microfilm Duplication: NEH funding is requested for duplication services that will be performed by UPR-RP's Microfilm Center for microfilm of Puerto Rico newspapers at \$56.75 per reel for 63 reels in year-one (\$3,575), and 62 reels in year-two (\$3,519), totaling \$7,094. Costs for microfilm duplication are estimated at the same rate as Florida microfilm duplication services. There may be a slight reduction in cost (\$3 to \$4 per reel) at the actual time of processing for UPR-RP's Microfilm Center. However, the project team proposes equal costs for both Florida and Puerto Rico duplication services to account for any variations in approximate costs.

UF Microfilm Digitization: NEH funding is requested for vended digital conversion of 50,000 microfilm pages of Florida newspapers and another 50,000 pages of Puerto Rico at \$0.75 per page. This estimate was derived after contacting several vendors requesting cost estimates and discussing the actual costs with previous NEH NDNP awardees. Estimates ranged from \$0.60 to \$0.85 per page.

UF Shipping: NEH funding is requested for expenses related to shipping microfilm reels from/to UPR-RP and from/to digitization vendor via FedEx for 63 reels in year-one and 62 reels in year-two at an estimated cost of \$1,500 per year, totaling \$3,000.

UF Indirect Costs (IDC): NEH funding is requested for IDC rates of 28.5% for UF as follows: \$66,356 (\$129,399 base direct costs in year-one, totaling \$36,878; and \$103,428 in base direct costs in year-two, totaling \$29,477). UF IDC also includes 28.5% of only the first \$25,000 of UPR's direct applicable costs.

UPR-RP Indirect Costs: NEH funding is requested for IDC rates of 28.5% for UPR-RP as follows: \$15,452 (\$28,034 base direct costs in year-one, totaling \$7,990; and \$26,182 in base direct costs in year-two, totaling \$7,462).

University of Puerto Rico, Rio Piedras Campus
Office for Sponsored Programs and Entrepreneurial Initiatives (OSPEI)
PROPOSAL SUMMARY FORM

Proposals in final format must reach the Office for Sponsored Programs and Entrepreneurial Initiatives (OSPEI)
at least five (5) working days prior to the Sponsor's deadline.
Failure to meet the deadline may jeopardize the on-time submission of the proposal.

Date: (mm/dd/yy) 12/20/12

PART I: PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR INFORMATION

Principal Investigator/Project Director <u>Prof. Myra Torres</u>	Phone <u>x 7395</u>	E-Mail <u>myra.torres@upr.edu</u>	Faculty /Department/Institute/Center <u>Biblioteca UPRRP/ El Mundo Newspaper Photogra</u>
Co-PI/Project Director	Phone	E-Mail	Faculty /Department/Institute/Center
PI/PD Funded Effort on Project Academic Year (%) <u> </u> Summer (%) <u> </u>	Co-PI/Co-PD Funded Effort on Project: Academic Year (%) <u> </u> Summer (%) <u> </u>		

PART II: PROJECT AND AGENCY INFORMATION

Project Title and Description: Florida and Puerto Rico Digital Newspaper Project

The University of Florida (UF) in partnership with the University of Puerto Rico (UPR) requests funds for select, digitize and make available to the Library of Congress 100,000 newspaper pages through the National Digital Newspaper Project. Approximately half of the pages will come from historic Florida papers and half will come from newspapers published in Puerto Rico. The project builds on previous NEH/NDNP newspaper digitization grant awards received by both the George

Project Duration
From: September, 2013 To: August, 2015
Sponsor Deadline: January 17, 2013

Primary Sponsor: National Endowment for the Humanities
Subcontracting Sponsor (If UPRRP is the recipient)

Agreement Type (Check one)
Grant Contract Cooperative Agreement Subcontract Other

Project Purpose(Check One)
Research Education Training Equipment Other
Service Travel Conference Facilities

Award Type (Check one)
New Continuation Resubmission Renewal Supplement Amendment

Project Location (Check one)
On-Campus Off-Campus

PART III: PROJECT BUDGET INFORMATION

	EXTENAL FUNDS		INSTITUTIONAL IN KIND	
	INITIAL PERIOD	TOTAL PROJECT		TOTAL PROJECT
Total Direct costs	\$ 28,034	\$ 54,216	Salaries and Fringe Benefits	\$ 35,032
Total F & A (Indirect Cost)	\$ 7,990	\$ 15,452	Materials	
Total Project Costs	\$ 36,024	\$ 69,667	Travel	
INSTITUTIONAL INCENTIVES			Equipment	
			Other	\$ -
			Academic Load Substitution	
			Total	\$ 35,032

PART IV: COMPLIANCE CONSIDERATION (Check all that apply)

Human Subjects Animal Use Recombinant DNA Biohazards
Radioactive Materials Toxic/Hazardous materials Export Controls See <http://www.bis.doc.gov/licensing/exportingbasics.htm>

PART V: INSTITUTIONAL CONSIDERATION (Check all that apply)

Time & Effort Compliance Subcontracts/Subawards Consultants Financial Disclosure
(Please complete UPRRP Subaward Request Form) (For NIH and NSF Proposals)
Conflict of Interest**** Patentable/Proprietary Info International Project
Space Renovations/Constructions
Specify: Specify:

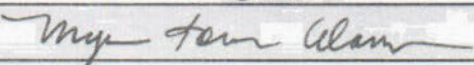
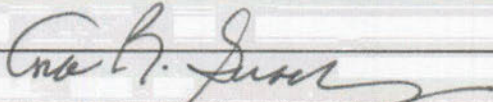
**** The Institutional Policy of the University of Puerto Rico regarding conflicts of interest and the processes for the notification of such conflicts is established in Certification No. 63 (2007-08) of the Board of trustees titled "Policy on Conflicts of Interests and Disclosure of Financial Interests in Research and other Sponsored programs of the University of Puerto Rico". Reserchers must indicate whether they or their immediate family has a direct or indirect financial conflict tahn could directly and significantly affect the design, completion or reporting of a reserch project to the intended federal agency.

PART VI: SIGNATURES

It is understood that if an award results from this application, I (We) will conduct the project in accordance with the terms and conditions of the sponsoring agency and the policies of the University of Puerto Rico, and I (We) will be fully responsible for meeting the requirements of the award, including providing the proper stewardship of sponsored funds, monitoring performance of any subaward or subcontracts, submitting all technical reports and deliverables on a timely basis, and properly disclosing all inventions to the University.

In signing this, the Principal Investigator/Program Director/Research Unit Director also certifies the following:

1. Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from current transactions by a federal department or agency.
2. Have not and will not lobby any federal agency on behalf of this award.
3. That agree to complete all required IRB, IACUC, Responsible Conduct of Research, Conflict of Interest and other trainings as applicable;
4. That agrees to accept responsibility for the scientific conduct of the project and to provide the required progress reports if an award is made as a result of this application.

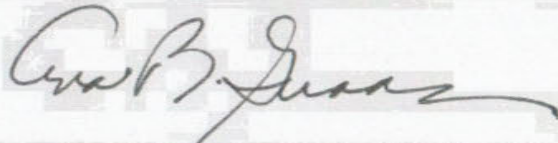
	Signature	Date
Principal Investigator/Program Director/ Research Unit Director		12/21/12
Co-PI/Co-PD		
Chair department		
Dean		
Office for Planning and Development (OPD) (if applicable)		
Ana R. Guadalupe, Ph.D., Chancellor		21/12/2012

Florida and Puerto Rico Digital Newspaper Project

	Year 1 NEH	UPR Year 1	Year 2 NEH	UPR Year 2	Justification
1. Salaries & Wages					
Myra Torres Alamo	\$ (b) (6)	\$ (b) (6)	\$ (b) (6)	\$ (b) (6)	Digital Library Coordinator at UPR-RP. 5% UF-FTE Cost and 5% UPR in kind dedication. She will coordinate and oversee the implementation of the project to insure that goals and goals anad timetables are met.
Mario Torres Ramos	\$ -	\$ (b) (6)	\$ -	\$ (b) (6)	Digital Library Webmaster. FTE 4% time dedication, will be responsible for maintaining technical infrastructure of DL database and assist the project director and liaison between UPR and UF.
Marilyn Montalvo Montalvo	\$ -	\$ (b) (6)	\$ -	\$ (b) (6)	Director of Technical Services and Automation Coordinator UPR-RP. She will oversee and support cataloging and technical activities of the project. 1% UF-FTE cost and 1% UPR in kind time dedication .
María E. Ordoñez Mercado	\$ (b) (6)	\$ (b) (6)	\$ (b) (6)	\$ (b) (6)	Head Librarian of the Puerto Rican Collection, UPR-RP. She will assist scholars in their research activities for newspaper titles selection; and coordinate and assist Microfilm Center Supervisor in duplication of master microfilms and quality control activities. 2% time dedication UF FTE and 2% UPR in kind
Jose A. Millán Diaz	\$ -	\$ (b) (6)	\$ -	\$ (b) (6)	4% time dedication UPR-RP Microfilm Center Technician He will coordinate and oversee the duplication of master microfilms of selected newspapers tiles and holdings; and supervise students assistants assigned to the project. 20% FTE UPR in kind.
Soraya Torres Villanueva	\$ (b) (6)	\$ (b) (6)	\$ (b) (6)	\$ (b) (6)	Head Cataloging Section, UPR-RP 1% time dedication UF FTE and 1% UPR in kind She will create, update and enhance bibliographic records for the Puerto
(3) Undergraduate Student	\$ 14,681	\$ -	\$ 14,681	\$ -	15 hours a week x 45 weeks @ year. Students will be juniors and seniors with prior library work experience or similar work experience. They will assist the Microfilm Center Supervisor in the review of master microfilms to be duplicated to insure pages are completed and will check duplicate microfilms for quality control; and prepare duplicate microfilms to be sent to UF for digitization
Subtotal S & W	\$ 20,085	\$ 12,109	\$ 20,247	\$ 12,472	
2. Fringe Benefits	\$ 2,374	\$ 5,178	\$ 2,416	\$ 5,273	
Subtotal Fringe Benefits	\$ 2,374	\$ 5,178	\$ 2,416	\$ 5,273	
3. Consultant Fees					
	\$ -	\$ -	\$ -	\$ -	
Subtotal Consultant Fees	\$ -	\$ -	\$ -	\$ -	

Florida and Puerto Rico Digital Newspaper Project

	Year 1 NEH	UPR Year 1	Year 2 NEH	UPR Year 2	Justification
4. Travel					
Airfars	\$ -		\$ -		For (3) of project staff to visit the organization site (University of Florida). UF will handle the travel arrangements /fess (hotel airfare , food) for UPR folks.
Hotel	\$ -		\$ -		For (3) of project staff to visit the organization site (University of Florida). UF will handle the travel arrangements /fess (hotel airfare , food) for UPR folks.
Per diem	\$ -		\$ -		For (3) of project staff to visit the organization site (University of Florida). UF will handle the travel arrangements /fess (hotel airfare , food) for UPR folks.
Subtotal Travel	\$ -		\$ -		
5. Supplies & Materials					
Materials	\$ -	\$ -	\$ -	\$ -	
Subtotal Supplies	\$ -		\$ -		
6. Services					
	\$ -	\$ -	\$ -	\$ -	
Subtotal Services	\$ -	\$ -	\$ -	\$ -	
7. Other Costs					
Vended Microfilm Duplication	\$ 3,575	\$ -	\$ 3,519	\$ -	Vended Microfilm duplication \$56.75 per 63 reels for year 1 and \$56.75*62 for year 2.
(4) Scholars	\$ 2,000	\$ -	\$ -	\$ -	Honoraria- (4) Puerto Rico Scholars : Fernando Pico ,Ph. D. Professor of History of University of Puerto Rico; Luis F. Coss, Ph. D. Professor of Journalism University of Puerto Rico; Victor F. Torres Ph. D. University of Puerto Rico and mary F. Gallart Ph. D. Humanities Professor University of Puerto Rico.
Subtotal Other Direct Costs	\$ 5,575	\$ -	\$ 3,519	\$ -	
8. TOTAL DIRECT COSTS	\$ 28,034	\$ 17,287	\$ 26,182	\$ 17,746	
9. Indirect Costs	\$ 7,990	\$ -	\$ 7,462	\$ -	28.5% of TDC
10. TOTAL PROJECT COSTS (Direct and Indirect costs for the entire project)	\$ 36,024	\$ 17,287	\$ 33,644	\$ 17,746	



Vo. Bo. Dr. Ana R. Guadalupe, Ph.D. Chancellor

Date

propuesta Florida and Puerto Rico Digital Newspaper Project
Presupuesto enmendado
12/21/2012

ORIGINAL

COLLEGES AND UNIVERSITIES RATE AGREEMENT

EIN: 59-6002052

DATE: 07/12/2012

ORGANIZATION:

FILING REF.: The preceding agreement was dated 01/30/2012

University of Florida
Finance & Accounting Division 111
Tigert Hall - PO Box 113200
Gainesville, FL 32611-3200

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FINAL	07/01/2010	06/30/2011	46.50	On Campus	Organized Research
PRED.	07/01/2011	06/30/2012	46.50	On-Campus	Organized Research
PRED.	07/01/2012	06/30/2014	49.00	On-Campus	Organized Research
PRED.	07/01/2014	06/30/2015	50.00	On-Campus	Organized Research
FINAL	07/01/2010	06/30/2011	26.00	Off-Campus	Organized Research
PRED.	07/01/2011	06/30/2015	26.00	Off-Campus	Organized Research
FINAL	07/01/2010	06/30/2011	46.40	On-Campus	AREC (A)
PRED.	07/01/2011	06/30/2012	46.40	On-Campus	AREC (A)
PRED.	07/01/2012	06/30/2015	41.00	On-Campus	AREC (A)
FINAL	07/01/2010	06/30/2011	25.00	Off-Campus	AREC (A)
PRED.	07/01/2011	06/30/2015	25.00	Off-Campus	AREC (A)
FINAL	07/01/2010	06/30/2011	33.60	On-Campus	Other Spons Activity
PRED.	07/01/2011	06/30/2012	33.60	On-Campus	Other Spons Activity
PRED.	07/01/2012	06/30/2015	28.50	On-Campus	Other Spons Activity

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FINAL	07/01/2010	06/30/2011	26.00	Off-Campus	Other Spons Activity
PRED.	07/01/2011	06/30/2012	26.00	Off-Campus	Other Spons Activity
PRED.	07/01/2012	06/30/2015	25.00	Off-Campus	Other Spons Activity
FINAL	07/01/2010	06/30/2011	50.00	On-Campus	Instruction
PRED.	07/01/2011	06/30/2015	50.00	On-Campus	Instruction
FINAL	07/01/2010	06/30/2011	26.00	Off-Campus	Instruction
PRED.	07/01/2011	06/30/2015	26.00	Off-Campus	Instruction
PROV.	07/01/2015	Until Amended			Use same rates and conditions as those cited for fiscal year ending June 30, 2015.

*BASE

Modified total direct costs, consisting of all salaries and wages, fringe benefits, materials, supplies, services, travel and subgrants and subcontracts up to the first \$25,000 of each subgrant or subcontract (regardless of the period covered by the subgrant or subcontract). Modified total direct costs shall exclude equipment, capital expenditures, charges for patient care, student tuition remission, rental costs of off-site facilities, scholarships, and fellowships as well as the portion of each subgrant and subcontract in excess of \$25,000.

(A) Agriculture Research and Education Center and Florida Medical Entomology Lab within the Institute of Food and Agriculture Science.

ORGANIZATION: University of Florida

AGREEMENT DATE: 07/12/2012

SECTION I: FRINGE BENEFIT RATES**

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FIXED	7/1/2012	6/30/2013	18.70	All	Clinical Faculty
FIXED	7/1/2012	6/30/2013	23.20	All	Faculty
FIXED	7/1/2012	6/30/2013	29.70	All	TEAMS Exempt
FIXED	7/1/2012	6/30/2013	41.40	All	TEAMS Hourly
FIXED	7/1/2012	6/30/2013	25.10	All	HousStf/Clncl PDocs
FIXED	7/1/2012	6/30/2013	4.40	All	GradAsst/Ref PDocs
FIXED	7/1/2012	6/30/2013	2.90	All	OPS/Temp Faculty
FIXED	7/1/2012	6/30/2013	1.70	All	Student OPS/FWSP
PROV.	7/1/2013	Until amended			Use same rates and conditions as those cited for fiscal year ending June 30, 2013.

** DESCRIPTION OF FRINGE BENEFITS RATE BASE:
Salaries and wages.

ORGANIZATION: University of Florida

AGREEMENT DATE: 07/12/2012

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are charged using the rate(s) listed in the Fringe Benefits Section of this Agreement. The fringe benefits included in the rate(s) are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

OFF-CAMPUS DEFINITION: For all activities performed in facilities not owned by the institution and to which rent is directly allocated to the project(s), the off-campus rate will apply. Actual costs will be apportioned between on-campus and off-campus components. Each portion will bear the appropriate rate.

Fringe Benefits include: FICA, State Unemployment, Workers' Compensation, Retirement, Life Insurance, Health Insurance, Leave Cash Outs, Sick Leave Pool Payments, Clinical Disability Insurance and Parental Leave Program.

On or prior to June 30, 2011, equipment means an article of nonexpendable tangible personal property having a useful life of more than one year, and an acquisition cost of \$1,000 or more per unit. Effective July 1, 2011, the defined acquisition cost is \$5,000.

The rates contained in this Agreement reflect the combined cost of the University of Florida and The University of Florida Research Foundation, Inc., and will apply to grants and contracts awarded to the Foundation.

APPLICATION OF INDIRECT COST RATES TO DOD CONTRACTS/SUBCONTRACTS:

In accordance with DFARS 2231.303, no limitation (unless waived by the institution) may be placed on the reimbursement of otherwise allowable indirect cost rates incurred by an institution of higher education under a DOD contract awarded on or after November 30, 1993, unless the same limitation is applied uniformly to all other organizations performing similar work. It has been determined by the department of Defense that such limitation is not being uniformly applied. Accordingly, the following rates do not reflect the application of the 26% limitation on administrative indirect costs imposed by OMR Circular A-31.

TYPE	Effective Period	Rate(%)	Locations	Applicable To
FINAL	07/01/10-06/30/11	48.5%	On-Campus	Orgn Research
PRED.	07/01/11-06/30/12	48.5%	On-Campus	Orgn Research
PRED.	07/01/12-06/30/14	51.0%	On-Campus	Orgn Research
PRED.	07/01/14-06/30/15	52.0%	On-Campus	Orgn Research
FINAL	07/01/10-06/30/11	28.0%	Off-Campus	Orgn Research
PRED.	07/01/11-06/30/15	28.0%	Off Campus	Orgn Research
PROV.	07/01/15-Until Amended			Orgn Research

Use same rates and conditions as those cited for fiscal year ended June 30, 2015.

NOTE: This agreement updates the Fringe Benefits Rates section only.

ORGANIZATION: University of Florida

AGREEMENT DATE: 07/12/2012

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its facilities and administrative cost pools as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as facilities and administrative costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rates would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this agreement require prior approval of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from facilities and administrative to direct. Failure to obtain approval may result in rate disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Office of Management and Budget Circular A-41 Circular, and should be applied to grants, contracts and other agreements covered by this Circular, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing facilities and administrative costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of facilities and administrative costs allocable to these programs.

BY THE INSTITUTION:

University of Florida

(INSTITUTION)

(SIGNATURE)

Michael V. McKee

(NAME)

Assistant VP & University Controller

(TITLE)

07/27/2012

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

(SIGNATURE)

Darryl W. Mayes

(NAME)

Director, Mid-Atlantic Field Office

(TITLE)

7/12/2012

(DATE) 0301

HHS REPRESENTATIVE: Steven Zuraf

Telephone: (301) 492-4855



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center
Financial Management Services
Division of Cost Allocation

26 Federal Plaza, Room 41-122
New York, New York 10278
Phone: (212) 264-2069
Fax: (212) 264-5478

January 20, 2011

Mr. Anthony Cordero
Acting Director
University of Puerto Rico
Central Administration, Finance Office
1187 Calle Flamboyán, Jardín Botánico Sur
San Juan, Puerto Rico 00926-1117

Dear Mr. Cordero:

A negotiation agreement is being faxed to you for signature. This agreement reflects an understanding reached between your institution and a member of my staff concerning the rates or amounts that may be used to support your claim for costs on grants and contracts with the Federal Government. The agreement must be signed by a duly authorized representative of your institution and faxed to me; retain a copy for your file. Our fax number is (212) 264-5478. We will reproduce and distribute the agreement to awarding agencies of the Federal Government for their use.

Requirements for adjustments to costs claimed under Federal Grants and Contracts resulting from this negotiation are dependent upon the type of rate contained in the negotiation agreement. Information relating to these requirements is enclosed.

In consideration of this negotiation, the following was agreed to:

Attached are 2 documents entitled "Components of Published Facilities and Administrative Cost Rate(s)". There is one document issued for each Facilities and Administrative cost rate prepared on a long-form basis and published on the rate agreement. These documents should be signed and faxed to this office along with the signed original copy of the rate agreement.

A proposal encompassing all activities of your institution together with the required supporting information must be submitted to my office at the address shown below for each fiscal year your institution claims costs under grants and contracts awarded by the Federal Government. This proposal is due within six months after the close of your fiscal year. Therefore, a proposal for fiscal year ending June 30, 2011 will be due in my office not later than December 31, 2011. The proposal will be used to establish rates/amounts for the fiscal year subsequent to the last period covered by an approved final, fixed, or predetermined rate(s). Failure to submit a timely proposal will be interpreted as a forfeiture of reimbursement for indirect costs.

Mr. Anthony Cordero

-2-

January 20, 2011

Therefore, unless a proposal is received by December 31, 2011, future awards made by the Department of Health and Human Services will be for direct costs only and will not provide for the recovery of costs contained in this agreement. In addition, the costs claimed against awards already made may be subject to disallowances.


If you are unable to submit your proposal by the prescribed date, you may request an extension. This request must be submitted prior to the due date of the proposal and must contain a justification for the extension and the date the proposal will be submitted.

Your proposal and relevant correspondence should be addressed to:

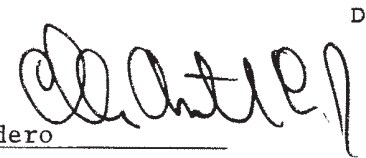
Department of Health and Human Services
Division of Cost Allocation
26 Federal Plaza, Room 41-122
New York, New York 10278
(212) 264-1823

In addition, please acknowledge your concurrence with the comments and conditions cited above by signing this letter in the space provided below and FAX (212-264-5478) it to me with the enclosed negotiation agreement.

Sincerely,


Robert I. Aaronson
Director, Division of
Cost Allocation

Enclosures
Concurrence:


Anthony Cordero

Name

Finance Director

Title

February 18, 2011

Date

Components of Published Facilities and Administrative Cost Rate

Institution: University of Puerto Rico
FY Covered by Rate: Fiscal Year Ending 6/30/12
Predetermined Rates

<u>Rate Component</u>	<u>Medical Sciences</u>	<u>Rio Piedras</u>	<u>Mayaguez</u>
1. a. Depreciation - Bldgs & Improvements	<u>1.50%</u>	<u>1.70%</u>	<u>0.78%</u>
b. Depreciation - Equipment	<u>1.40%</u>	<u>1.18%</u>	<u>0.85%</u>
2. Interest	<u>0.30%</u>	<u>0.87%</u>	<u>1.03%</u>
3. Operation & Maintenance	<u>20.00%</u>	<u>18.00%</u>	<u>20.10%</u>
4. General Administration	<u>0.00%</u>	<u>0.00%</u>	<u>0.00% *</u>
5. Departmental Administration	<u>25.50%</u>	<u>26.00%</u>	<u>26.00% *</u>
6. Sponsored Projects Administration	<u>0.00%</u>	<u>0.00%</u>	<u>0.00% *</u>
7. Library	<u>0.30%</u>	<u>0.25%</u>	<u>0.24%</u>
8. Other	<u>0.00%</u>	<u>0.00%</u>	<u>0.00%</u>
Published On-Campus Rate - <u>Research</u>	<u>49.0%</u>	<u>48.0%</u>	<u>49.0%</u>

* Reflects provisions of revised OMB Circular A-21, Sections G.8.a and G.10.
dated May 8, 1996.



Name : Anthony Cordero

Title: Finance Director

Date: February 18, 2011

ORIGINAL

COLLEGES AND UNIVERSITIES RATE AGREEMENT

EIN: 66-0433760

DATE:01/20/2011

ORGANIZATION:

University of Puerto Rico - Rio Piedras
Central Administration, Finance Office
1187 Calle Flamboyán Jardín Botánico
Sur
San Juan, PR 00926-1117

FILING REF.: The preceding
agreement was dated
08/12/2009

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
PRED.	07/01/2010	06/30/2011	49.00	On-Campus	Research
PRED.	07/01/2011	06/30/2012	48.00	On-Campus	Research
PRED.	07/01/2010	06/30/2012	26.00	Off-Campus	Research
PROV.	07/01/2012	Until Amended			Use the same rates and conditions as those cited for fiscal year ending June 30, 2012.

***BASE**

Modified total direct costs, consisting of all salaries and wages, fringe benefits, materials, supplies, services, travel and subgrants and subcontracts up to the first \$25,000 of each subgrant or subcontract (regardless of the period covered by the subgrant or subcontract). Modified total direct costs shall exclude equipment, capital expenditures, charges for patient care, tuition remission, rental costs of off-site facilities, scholarships, and fellowships as well as the portion of each subgrant and subcontract in excess of \$25,000.

ORGANIZATION: University of Puerto Rico - Rio Piedras Central
Administration, Finance Office

AGREEMENT DATE: 01/20/2011

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

Fringe benefits applicable to direct salaries and wages are treated as direct costs.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

1. The rates in this Agreement have been negotiated to reflect the administrative cap provisions of the revisions to OMB Circular A-21 published by the Office of Management and Budget on May 8, 1996. No rate affecting the institution's fiscal periods beginning on or after October 1, 1991 contains total administrative cost components in excess of the 26 percent cap.
2. The indirect cost rates include administrative expenses such as secretarial, clerical and other general administrative staff personnel necessary for the general administration of Federal Awards. The rates also include departmental administration in addition to general institutional expenses such as office supplies, postage, copying and other general institutional costs.
3. The off-campus rate applies to Research and Regional Medical Programs conducted in facilities not owned by the University and all activities conducted at the University District Hospital.
4. Awards accounted for at the Office of Central Administration should use the indirect cost rate for the campus where the activity is actually being performed.
5. Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year, and an acquisition cost of \$1,000 or more per unit.

ORGANIZATION: University of Puerto Rico - Rio Piedras Central
Administration, Finance Office
AGREEMENT DATE: 01/20/2011

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its facilities and administrative cost pools as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as facilities and administrative costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from facilities and administrative to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Office of Management and Budget Circular A-21 Circular, and should be applied to grants, contracts and other agreements covered by this Circular, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

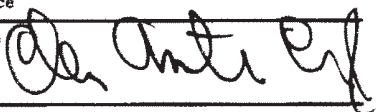
E. OTHER:

If any Federal contract, grant or other agreement is reimbursing facilities and administrative costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of facilities and administrative costs allocable to these programs.

BY THE INSTITUTION:

University of Puerto Rico - Rio Piedras Central Administration,
Finance Office

(INSTITUTION)



(SIGNATURE)

Anthony Cordero

(NAME)

Finance Director

(TITLE)

February 18, 2011

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)



(SIGNATURE)

Robert I. Aaronson

(NAME)

Director, Northeastern Field Office

(TITLE)

1/20/2011

(DATE) 0119

HHS REPRESENTATIVE:

Michael Leonard

Telephone:

(212) 264-2069