

1. Needs & Rationale

Sadly, the current condition of Guam's heritage collections is largely unknown which places them at high risk and increases the potential for loss. What is known has been culled from proceedings of conferences about library services in Guam and Micronesia and from discussions with individuals who have remained active even after their departure from their respective institutions.

The last documented territory-wide discussion over the state of libraries and information centers was in 1978. In its published proceedings¹, the participants stated that the island's libraries and information centers should adopt a collection priority that reflects the heritages of the islands communities, with an emphasis on the island's indigenous population (p.21). It is known that a workshop on libraries was conducted in the 1990s; however, findings and recommendations that came out of that experience are not accessible.

Guam needs a comprehensive profile that reflects how the island's information centers and historical/cultural archives are dealing with or managing its cultural resources. In preparing this document, it was discovered that none of the 40+ collecting institutions in Guam are known to have participated in the Heritage Health Index survey. Moreover, regular turnover of administrative personnel in the various library organizations has left little institutional history regarding library services or collections care. Presently, it is known that some institutions have conducted partial assessments for their collections. For example, Guam Community College (GCC) Library has conducted surveys with faculty and students regarding services and materials as they prepared for their new facility. However, while these data have been geared towards improving services, the assessment instruments were not designed for the purpose of creating a comprehensive profile that will help create policies or legislation necessary for the long-term preservation or protection of vital documents about the island's history and cultures.

Guam needs to be better prepared for disaster recovery and responding to emergencies in its heritage collections. The collecting institutions in Guam are in various levels of preparedness, ranging from some institutions having completed a plan or sections of a plan to others having an unknown status. For example, University of Guam (UOG) Library conducted a Collections Salvage Priority listing during FY 2007-2008 and is in the midst of drafting an Emergency Response/Disaster Plan. Similarly, Richard Flores Taitano Micronesian Area Research Center (MARC) drafted its Emergency Response/Disaster Plan last fiscal year but has not completed a comprehensive needs assessment for preservation. In contrast, the school libraries have begun their planning but the status of a plan document is unknown.

Last year, select collecting institutions had the opportunity to begin developing a disaster recovery plan for their respective collections. These workshops encouraged not only developing a plan of action and priorities for disaster recovery but also developing an institutional history of disasters and methods of recovery. One commonly heard comment was the need for more training or more information regarding recovery, conservation or general collections care. This project will help to create a clearer image of what collections need to be preserved so that planning for professional development can match those needs.

¹ Resources: Caldwell, M. Sue, et.al. (1980). Guam delegates' report on the Guam Governor's pre-White House Conference on Library and Information Services and the White House Conference on Library and Information Services, Nieves Flores Memorial Library, Agana, Guam, April, 1980.

2. The Planning Process

a. Goals of this planning grant

This project seeks to:

- Develop a current perspective on the state of Guam's libraries and other vital collections. This information will give collecting institutions' information regarding the overall state of collections care on island to share with their stakeholders. Additionally, it will strengthen an institution's ability to seek out funding from local sources or grant agencies for preservation, conservation training for personnel, and to improve services.
- Create a baseline document that will serve as a way to measure improvements or changes in collections care.

These goals are directly related to the Heritage Health Index goals of "providing safe conditions for their collections" and "develop an emergency plan" because the survey results provide each collecting institution with a profile of their collection's strengths and weaknesses so that they can better prepare for adequate care, conservation, and preservation of their materials. Also, the territory-wide assessment indicates what types of funding should be sought to help meet the HHI goals of safe conditions and emergency planning.

Institutions who will head this grant activity are ones that are known within the region for their concurrent commitments to education, library services, and preservation of local and regional history. The institutions partnering up to lead this task force include:

Lead Institution: **Richard Flores Taitano Micronesian Area Research Center (MARC)** will be the lead institution. Established in 1967, MARC took on the mission of collecting and making accessible materials related to the geographic region of Micronesia to scholars in the region and abroad. Today, the center boasts 3 special collections (1 reference collection and 2 archives of primary documents that reflect the Spanish and American presence in Micronesia) and a cadre of faculty researchers who specialize in Micronesian studies.

Guam Public Library System (GPLS), in continuous operation since 1949, is the oldest library collection on island. As the legal repository of materials for the Government of Guam, the Guam Public Library holds extensive collections that reflect Guam's social and political histories. The main branch houses a Guam Room with historical local documents and newspaper collection.

UOG Library (aka Robert F. Kennedy Memorial Library), Tan Su Lin Building, University of Guam, is the largest library in the Micronesian region. Boasting collections that show the breadth of scholarly research about Micronesia (e.g. UOG master's theses collection, Micronesian Resource File, and Trust Territory of the Pacific Islands archives), this library provides academic library services to the communities of the University of Guam, various secondary education institutions on island, as well as the general public on Guam and throughout the region.

Learning Resource Center (aka GCC Library) serves the information needs of secondary and post-secondary students at the island's only community college. As a way to meet these needs, the Learning Resource Center houses a Pacific Collection that focuses on the histories and cultures of the region.

Roles & Responsibilities of Partner Institutions

Institution	Responsibilities in Task Force
MARC	Planning, hiring & supervising project coordinator, survey development, data collection, writing reports, dissemination of results
UOG (aka RFK) Library	Planning, survey development, data collection, data analysis, writing reports, dissemination of results
Guam Public Library System	Planning, survey development, dissemination of results
GCC Library	Survey development, external validity, dissemination of results

b. Steps in this planning project

- 1) By the end of month 1, member institutions shall have convened initial meeting. *Member institutions (listed above) shall convene for the purpose of reviewing the calendar of events, outlining job responsibilities, assigning tasks to individual task force members, and discussing issues or concerns related to the project. Evidence: Minutes of that meeting; listing of project managers*
- 2) By the end of month 2, the task force shall have identified all collections-holding institutions in Guam, including libraries, archives, museums, and government agencies. *During this month, select members shall contact public information officers, board chairpersons, or directors who oversee individual collecting institutions (libraries, museum boards, government agencies who collect documents that record Guam’s history (e.g. maps, land records, etc) & purchase software. Evidence: updated list of institutions*
- 3) By end of month 5, the task force shall have developed a survey instrument to assess the state of collections care and emergency/disaster preparedness for territorial collections. *During the period of month 2 to month 5, members shall review questions from the HHI to determine which ones are most relevant to the island’s institutions as well as develop additional questions that reflect the unique nature of collecting institutions on island. Consultant will provide guidance in question development. Evidence: Survey instrument*
- 4) By the end of month 6, task force members shall pilot test survey instrument and make necessary adjustments. *Once it has been developed, members from GCC and the Guam Public Library shall participate in pilot testing the survey and recommend necessary revisions. Evidence: Revised survey instrument*
- 5) By the end of month 8, task force members shall have conducted survey with approximately 50% of territorial collections. *After the testing phase, task force members shall schedule meeting with contact persons listed in the inventory of collecting institutions for the purpose of conducting survey and allowing the survey participants the opportunity to ask questions, thus encouraging networking among institutions. Evidence: Approximately 20 completed surveys*
- 6) By the end of month 9, the task force shall begin data analysis of survey instrument. *Task force members shall meet to begin analyzing data for the purpose of creating an island-wide profile of the heritage collections and to begin making recommendations. Consultant will provide assistance in interpreting data. Evidence: Minutes of that meeting*

- 7) By the end of month 12, the task force shall present its findings to the participating institutions for feedback. *The task force shall write a report of its findings and recommendations and distribute this report to each participating collecting institution.*
Evidence: Draft of written report
- 8) By the end of month 15, the task force members shall distribute its findings and recommendations to participating institutions for distribution to their stakeholders.
Evidence: Final draft of written report.

3. Project Resources: Budget and Personnel

Personnel: \$20,139.20 IMLS* + 49,922.00 in-kind = \$70061.20 total

Principal Investigator (M.Storie)	10 hrs x 64 wks x \$37.34	=	\$23,897.60
UOG Member (K.Latham)	5 hrs x 64 wks x \$28.84	=	\$ 9,228.80
GPLS Member	2 hrs x 12 wks x \$ 9.00	=	\$ 216.00
GCC Member (C. Matson)	2 hrs x 12 wks x \$25.65	=	\$ 615.60
Analyst/Consultant (N. Li)*	20hrs x 36 wks x \$39.91	=	\$28,735.20
(16 wks funded by IMLS, 20 wks in kind contribution)			
Research Assistant*	20hrs x 40 wks x \$9.21	=	\$ 7368.00

Fringe: \$4139.58

Analyst/Consultant (N.Li)	28% of \$12,771.20	=	\$ 3575.93
Research Assistant	7.65% of \$7368.00	=	\$ 563.65

Travel: \$994.12

North: \$238.96:

Mangilao/ Yigo	\$0.58 x 2 days x 3 collections x 24 mi =	\$ 83.52
Mangilao/Dededo	\$0.58 x 2 days x 4 collections x 14 mi.=	\$ 64.96
Mangilao/Machananao	\$0.58 x 2 days x 3 collections x 26 mi =	\$ 90.48

Central = \$295.80

Mangilao/Mangilao	\$0.58 x 2 days x 7 collections x 1 mi. =	\$ 8.12
Mangilao/OCP, Barrigada	\$0.58 x 2 days x 4 collections x 6 mi. =	\$ 27.84
Mangilao/Tamuning	\$0.58 x 2 days x 9 collections x 16 mi.=	\$167.04
Mangilao/Agana vicintiy	\$0.58 x 2 days x 8 collections x 10 mi. =	\$ 92.80

South = \$459.36

Mangilao/Agat	\$0.58 x 2 days x 4 collections x 34 mi. =	\$157.76
Mangilao/Yona	\$0.58 x 2 days x 2 collections x 8 mi. =	\$ 18.56
Mangilao/Merizo	\$0.58 x 2 days x 2 collections x 46 mi. =	\$106.72
Mangilao/Talofof, Piti	\$0.58 x 2 days x 4 collections x 22 mi =	\$102.08
Mangilao/Inarajan	\$0.58 x 2 days x 2 collections x 32 mi =	\$ 74.24

Supplies/Services: \$1732.00 IMLS* + 899 in-kind = \$2631 total

Printing costs*:	\$1582.00
Office supplies:	\$125.00
Postage*:	\$224.00 (\$150 IMLS, \$74 in-kind))
Computer software:	\$700.00

The personnel included are those spearheading this project. Others (e.g. Christine Scott-Smith) have expressed an interest but wish to take a minor role, such as participating by collecting data, and, thus, are not included in this budget.

The fringe benefits for the personnel paid by IMLS funding are calculated at the respective Government of Guam rates (Research Assistant and Ning Li during those months outside of his nine-month faculty contract with University of Guam).

The travel costs reflect Guam's mileage reimbursement rate for the survey personnel travel to each of the known collecting institutions.

The IMLS allotment covers the costs for printing and disseminating final report.

The indirect costs are calculated at rate negotiated by the University of Guam with the U.S. Dept. of Health and Human Services.

Sustainability of Project

The final product of this project shall be a written report that can be used to guide collection management policies of the individual institutions. Because those institutions that have a long history in the region and have commitments to education have spearheaded this project, it is expected that this report shall be used as a planning tool for professional development programs offered by University of Guam and the Guam Community College. Additionally, these results have far-reaching effects for promoting the importance of the island's collections, such as providing the groundwork for implementing digitization projects that protect fragile or rare documents while still providing access to the information. Thus, this project will not only help Guam's collecting institutions to establish policies that preserve materials that document the island's histories but also provide the baseline upon which new programs can be developed to maintain the integrity of these collections.