



Museum Grants for African American History and Culture

Sample Application MH-255966-OMS-24

Houston Public Library, African American History Research Center

Amount awarded by IMLS:	\$100,000
Amount of cost share:	\$0

The African American History Research Center at Houston Public Library will digitize and make accessible vulnerable materials from its collection related to the African American history of Houston, including archived audio, video, and oral history recordings. For the project, the institution will hire a full-time contract Project Archivist who will coordinate with an external vendor to process and digitize over 1,400 audiovisual items from the archive. Staff will provide training to the project archivist on metadata standards and the creation of oral history transcripts. As a result of the project, staff will share and make the preserved materials available to the public through library and museum exhibits, community events, and online and printed publications.

Attached are the following components excerpted from the original application.

- Narrative
- Schedule of Completion
- Digital Product Plan
- Performance Measurement Plan

When preparing an application for the next deadline, be sure to follow the instructions in the most recent Notice of Funding Opportunity for the grant program to which you are applying.

Houston Public Library
Analog to Digital: Preserving Houston's Black Voices
Opportunity No. AAHC-FY24
Project Narrative

Project Justification

Analog to Digital: Preserving Houston's Black Voices is a digital preservation project led by the Houston Public Library to support the preservation of audiovisual recordings that will document the sights, sounds, and experiences of Black Houstonians and promote their legacy within local Houston communities. In 2021 and 2022, the Houston Public Library (HPL) was awarded grants through the IMLS Museum Grants for African American History and Culture for *Fourth Ward Preserved: A Digital History Project of The African American Library at The Gregory School* (AAHC-21) and *Preserving Houston's Black Culture* (AAHC-22) to support the African American History Research Center's (AAHRC) mission to "serve as a resource and repository to preserve, promote and celebrate the rich history and culture of African Americans in Houston, the surrounding regions, and the African Diaspora" [1]. HPL looks to continue the preservation of these vital resources and tell the stories of African-American community voices, some of which were long ago silenced. Through this project, their voices, perspectives, and city-wide impact can once again influence new generations.

For this purpose, the Houston Public Library seeks \$100,000 in funding for a two-year period of performance to launch, *Analog to Digital: Preserving Houston's Black Voice*. This funding will 1) support the hiring of a full-time contract Project Archivist [Resumes], 2) increase AAHRC capacity by engaging a professional preservation and digital reformatting company for digitization of materials, 3) provide HPL staff the opportunity to participate in IMLS-sponsored professional development, and 4) purchase needed archival supplies to help expand the life expectancy of archived items.

The AAHRC is a community-centered archive focused on preserving stories from the everyday person while empowering the community to contribute their voices and family records to tell the historical narrative of Black Houston within the context of American history. The AAHRC houses 389 archival collections and 160 oral histories of families, organizations, and individuals from various social, economic, political, and educational backgrounds. We hope to advance collection stewardship and access (IMLS Agency Goal 3, Objectives 3.1 and 3.2) by preserving at-risk audio-visual materials and making them publicly accessible both online and onsite. This project supports collections care and management (Program Goal 1, Objective 1.3) through the digital preservation of content, improved storage of the physical media, and the promotion and access to the collections on the Houston Public Library Digital Archive (HPLDA) (digital.houstonlibrary.org) This project will also support Program Goal 2, Objective 2.3 by creating learning and growth opportunities for HPL staff and one (1) contract hire to build skills, enhance knowledge, and share their expertise on this collection with AAHRC visitors and community organizations.

AAHRC's current audio and visual materials available to researchers are limited to oral history interviews online in HPLDA conducted by staff over the past fourteen years. On HPLDA, digital asset views specific to AAHRC from 2021-2023 averaged 2,268 views per month, while the overall HPL research center systemwide views averaged 17,372 views per month. During the past five years, on average we received 30-35 requests per year for access to audio-visual materials in analog formats. Some of the requests are for the same item or topic and from multiple researchers. Most of these requests are for items in which an outdated media format is the sole content resource on that subject within our collection.

Our collections hold a considerable number of analog audio and video in obsolete and inaccessible formats. Most of these items are one-of-a-kind and document subjects of enduring value to the research center and to the history of Houston and the state of Texas. An internal media preservation survey conducted by AAHRC staff, identified 1,762 audio and video recordings, reels of film, optical disks, and floppy disks from twenty-six collections on people, secondary and higher education institutions, churches, and neighborhoods of historical importance to Houston's Black history. Some of the significant people, institutions, and neighborhoods created by or captured in the audiovisual media identified for this project are civil rights activist Christia Adair, former Houston Mayor Lee P. Brown, educators

Houston Public Library
Analog to Digital: Preserving Houston's Black Voices
Opportunity No. AAHC-FY24
Project Narrative

and historians Ira B. Bryant, Thelma Scott Bryant, Willie Lee Gay, and Dr. Reuben Sheeler, civic leader E.O. Smith, Trinity United Methodist Church, historically Black neighborhoods Independence Heights and Sunnyside, meeting minutes from the women's social club the Houston Chapter of the Links, Incorporated, and various other Houston residents¹.

HPL anticipates that approximately 1,416 items of this collection can be digitally reformatted and preserved if awarded through this funding. This project will enhance and sustain the story of Black Houstonian's history and culture by adding relevant archival content to the HPL Digital Archive (HPLDA). These materials document the daily activities and accomplishments of life in the 20th Century as experienced by Houston's Black residents, churches, and founded neighborhoods, through a plethora of unique recordings (oral histories, videos, and audio files), some donated directly by Trinity United Methodist Church.

The Third Ward community, established in 1848, is significant to this project as it's the service community for Trinity United Methodist Church, though this project will highlight stories from many Black communities across Houston, like Independence Heights, Sunnyside, Fourth and Fifth Wards. In 1837, Houston was first incorporated and separated into four districts (or wards), the Third Ward was among these first established districts and was first settled by post-Civil War era former slaves. By the 1880s, approximately twenty-five percent of Third Ward Black households were owner-occupied [2] and this area continued to be a thriving district for African-Americans. The Third Ward is also home to Emancipation Park, a four-acre parcel of land purchased in 1837 by freed slaves to celebrate emancipation from slavery annually during Juneteenth (June 19th). Emancipation Park was later donated to the City of Houston and received a historic marker from the Texas Historical Commission in 2009 to acknowledge its role in Houston's Black history [3]. In 2020, the Third Ward was designated a State Cultural District due to its "focal points for generating business, attracting tourists, stimulating cultural development, and fostering civic pride" [4]. Trinity United Methodist Church continues to be a cornerstone of the Third Ward community and a notable African-American heritage "stop" along the Texas Independence Trail featured by the Texas Historical Commission. The church's stained-glass windows depict both religious and civil rights themes, pertinent to African American history [5]. For more historical and biographical information on the individuals and places represented in these archives identified for this project, please reference **Supportingdoc3**.

Researchers and historians are increasingly using oral histories², which rely on firsthand sources and information to examine historical events. This audiovisual collection is at risk for deterioration because the media is actively degrading in its existing formats. This makes it unavailable for public use and there is also no public playback equipment onsite at AAHRC. The Library of Congress stated in its national preservation plan that "*many analog audio recordings must be digitized within the next 15 to 20 years —degradation and the challenges of acquiring and maintaining playback equipment make the success of these efforts too expensive or unattainable*" [6]. There are many factors and challenges in predicting tape life. In fact, all media has a limited lifespan that makes it susceptible to permanent loss in our lifetime, which includes material composition and physical handling; these are challenges libraries and museums face in predicting media lifespan. The range of permanent loss is also dependent on storage conditions of humidity, temperature, and light exposure. According to the U.S. National Archives and Records Administration, tapes have "*a lifespan of about 10 to 50 years*" [7] and the optical disc manufactured has a life span of 25 years or more, dependent on some user-controlled factors [8].

The recent trend of retailers discontinuing the sales of optical disks also signals the beginning of a shift away from these physical media types. It's further an indication that these two formats will soon be at risk of extinction, much like VHS tapes. Although optical discs are popular media types, AAHRC is unable to provide researchers access to them onsite.

¹ Historical and Biographical information available in Supportingdoc3.

² An oral history is an interview that records an individual's personal recollections of the past and historical events

Houston Public Library
Analog to Digital: Preserving Houston's Black Voices
Opportunity No. AAHC-FY24
Project Narrative

AAHRC does not have public equipment for researchers to use, nor does it want to put the original content of unique media in machines for researchers to play, because this increases the risk of damaging the disks. For this project, approximately 1,416 items require preservation reformatting. Of these, approximately 15-20 items have visible damage (broken case, cartridge, and worn/warped or torn tape).

It is also difficult to locate refurbished machines to create and maintain a homegrown solution for preserving these items in-house. Additionally, there is limited equipment and staff onsite to implement or carry out a preservation strategy this large and convert all the items to an accessible format quickly. In-house digitization requires specialized knowledge of equipment, software, and formats and takes a considerable amount of staff time. The decision to outsource the digital preservation for this project (over in-house digitization) was based on AAHRC's existing technology infrastructure, the barriers of time and cost to acquire playback and conversion equipment, and the limited staff capacity to carry out a project this size. Before the media was donated to AAHRC, some of it, especially media from local churches, had been stored in conditions with prolonged exposure to heat and fluctuating temperature, which has potentially affected the playback of the files. These elements expedite the deterioration time of these items and make it more difficult to playback/convert in-house due to the lack of proper equipment, staff, and cost.

These factors, coupled with the time-sensitivity of degrading formats, mean that not every media item is a candidate for long-term preservation; therefore, AAHRC will prioritize the items with the highest risk of loss and highest research value. Outsourcing the digitization part of the project is the optimum solution based on the number of items to preserve, the difficulty in securing playback and reformatting equipment, and the limited staff onsite to perform digital conversions on a large scale. Moreover, digital reformatting³ audiovisual items through a single vendor will minimize the handling of original formats. Digitizing will also allow for a broad range of future uses and give researchers access to these digital files from anywhere in the world via HPLDA⁴.

For this project, VHS tapes, film, cassette tapes, microcassette tapes, and a portion of the optical discs with the highest content and research value, will be digitized to address accessibility issues and long-term preservation needs. Considerations for prioritization will include content value such as unique or rare recordings that are not under copyright or not widely published. Use value considerations will be determined based on content suitability with AAHRC's mission and collection policy, the amount of public interest in the subject, and use requests from outside organizations.

AAHRC consulted with George Blood LP (<https://www.georgeblood.com/>), a leading archival audio and moving image preservation provider, to estimate the costs for digital reformatting services [**Supportingdoc2**]. Organizations they have collaborated with include the Library of Congress, the Philadelphia Orchestra, the Boston Symphony, the New York Public Library, the US Holocaust Memorial Museum, The Curtis Institute of Music, the Church of Latter-day Saints, the American Archive of Public Broadcasting, Rockefeller Archives Center, the Guggenheim, National Public Radio, and Columbia University Libraries. Though AAHRC hopes to work with George Blood LP on this project, the project team will still go through a formal bid process as required by the City of Houston Purchase and Procurement Policy. HPL's Project Budget utilizes the George Blood LP quote as a cost estimate guideline and is not a confirmed final cost for this service.

Analog to Digital: Preserving Houston's Black Voices targets four goals: (1) to digitize and reformat audiovisual archives for preservation, 2) to increase accessibility to resource materials, 3) to promote the archives and collection 4) to curate⁵ the archives through community partnerships. AAHRC often leverages its community partnerships with local

³ Digital reformatting is the process of converting analogue materials into a digital format as a substitute of the original.

⁴ HPL Digital Archives Homepage: <https://digital.houstonlibrary.org/>

⁵ Curate – to identify specific items from the collection that will be placed online for public viewing to add research value.

Houston Public Library
Analog to Digital: Preserving Houston's Black Voices
Opportunity No. AAHC-FY24
Project Narrative

organizations to achieve goals of accessibility and promotion of materials. For this project, partners include Trinity United Methodist Church, and professors at Texas Southern University, University of Houston, University of Rice University, and Prairie A&M View University.

Project Work Plan

Analog to Digital: Preserving Houston's Black Voices will begin on July 1, 2024 and will end on June 30, 2026. Ricardo Perez, Chief Operating Officer of HPL will act as Managing Director, and Angela Kent the Sr. Manager of the History Research Centers will act as Project Director. Miguell Caesar, Manager of the AAHRC will act as Project Manager, and Sheena Wilson, AAHRC's Lead Archivist, as Project Lead to oversee the project's key phases. Mr. Caesar and Ms. Wilson will hire a Project Archivist to rehouse audiovisual materials, write descriptive metadata for access, create transcripts to enhance the recordings, create access points in ContentDM to make them available online at the HPLDA, and preserve them in Preservica. AAHRC Oral History Archivist, Aleah Parsons, and Processing Archivist, Victoria Alvarenga, will also assist with project components and work alongside the Project Archivist. The Project Lead will train and manage the Project Archivist to process digital files, write descriptive metadata and transcripts, and perform quality control of assets. AAHRC aims to hire contractor, Nicholas Phillips, for this position as he's worked with AAHRC on previous digitization projects [**Resumes**]. The Project Lead will report progress to the Project Director and Project Manager on completion statistics and project activities. Monthly and yearly reporting will be submitted to HPL's Grants Manager, Miranda Morris, for IMLS reporting. Once digitized and added to the HPL Digital Archives, links will be shared with community partners for inclusion in events, course curriculums, and larger projects (like exhibits and publications).

List of collections to be digitally reformatted

Collection	Items (approximate)
African American Historical and Genealogical Society	7
Alkebu Motapa Collection	3
Ben Desoto Photographs	11
C.B. Rice Sr. Papers	2
Carlos Johnson Papers	33
Conrad O. Johnson Collection	1
Dirden Family Collection	4
John W. Davis & Martha Sneed Davis Collection	1
Judson Robinson Papers	1
Kuumba House Records	2
Lee P. Brown Collection	2
Linda Watson Collection	2
Lone Star Golf Association	1
Nelly Joyce Punch Collection	32
Patricia Smith Prather Collection	5
Reuben Sheeler Collection	6
Rev. Jesse Jackson Collection	5
Stone Family Collection	1
Sylvia Brooks Collection	1
Texas Trailblazer Preservation Association	6

Houston Public Library
Analog to Digital: Preserving Houston’s Black Voices
Opportunity No. AAHC-FY24
Project Narrative

Thaddeus Lott Collection	7
The Houston Links Records	33
Thelma Scott Bryant Papers	3
Town of Independence Heights	4
Trinity United Methodist Church	1098
University of Houston African American Studies Collection	102
Willie Lee Gay and Carter G. Woodson Junior Historians #244	4
Willie Lee Gay Collection	37
Winnifred Osborn Collection	2
Total	1416

Phase 1: Project Planning & Pre-Digitization (July 2024 - February 2025)

Activity 1.1 Project Planning. Compose a scope of work for a digitization vendor. Ms. Wilson, the Project Lead, will initiate the City of Houston process for securing vendor services with the HPL Financial Services Department.

Activity 1.2 Purchase Supplies. Finalize needed supplies for rehousing originals, shipping supplies, and access equipment for in-house identification. Submit purchase request to financial services. Receive and check purchased supplies. The total budget request for supplies is \$3,196.00.

Activity: 1.3 Pre-Digitization. Review and update the audio-visual inventory. Prioritize items for digitization and assign identifiers to individual items that clearly mark each audio and video item and collect useful data for preliminary descriptions. Package and ship materials to vendor.

Phase 2: Digitization (February 2025 - March 2025)

The vendor performs digital reformatting, quality control, and management of digital copies. Vendor creates preservation and access files according to the Federal Agencies Digitization Guidelines Initiatives (FADGI) (<https://www.digitizationguidelines.gov/>) standards. Digitized materials are returned to AAHC in batches as determined by the vendor on external hard drives. The budgeted cost for digital preservation services is \$50,000.00. The hiring of the Project Archivist contractor will occur concurrently with Phase 2 as files are batched and returned.

Phase 3: Post Digitization (April 2025 - June 2026)

Activity 3.1 Description and Metadata, Transcripts. Aleah Parsons, Oral History Archivist, Victoria Alvarenga, Processing Archivist, and the contract Project Archivist, write descriptive metadata in the spreadsheet templates. Routinely Project Lead and the Project Archivist perform quality control (QC) on preservation master files and metadata with a random visual and metadata sample. Archivists will make the final copyright determination on items as files are reviewed and metadata is written. For oral history files, AAHC staff and the project archivist will create oral history transcripts and metadata using Sonix⁶.

Activity 3.2: Upload to Preservation systems and digital archive. Submit digital files to preservation and collection and management system. Update online collection guides by adding a digital link within the finding aid⁶ for already processed collections in ArchivesSpace, HPL’s collection management system (<https://hplarchives.lyrasistechnology.org/repositories/3>). For items from unprocessed collections, links to digitized

⁶ Finding aids are “tools that help a user find information in a specific record group, collection, or series of archival materials” (<https://www.archives.gov/research/catalog/lcdrg/elements/findingtype.html>)

Houston Public Library
Analog to Digital: Preserving Houston's Black Voices
Opportunity No. AAHC-FY24
Project Narrative

items will be added to the finding aid after the collection is arranged and described in a future project. Collection guides are made publicly available upon completion.

Activity 3.3 Physical Preservation. AAHC staff will rehouse original formats into archival storage cases and label storage housing after the originals are returned by the vendor.

Phase 4: Project Staffing & Training (January 2025 - June 2026)

Mr. Ceasar and Ms. Wilson will draft a contractor scope of work and HPL will hire a contract project archivist, Nicholas Phillips (or another qualified archivist) to begin July 2025. This position will carry out post-digitization processing and preservation activities between July 2025 to June 2026. This will be a contract position at a salary of \$40,804.00. The Project Lead and Oral History Archivist will train the project archivist on AAHC workflow, metadata standards, creating oral history transcripts, and the project workflow.

Funding to attend the grant required IMLS travel to conferences and training for project staff is allocated at \$3,000 per year for two years totaling \$6,000.00. This training will be carried out in Year 1 and Year 2.

Phase 5: Increase Accessibility and Promote the Archives (September 2024 - June 2026)

Processed items will immediately be made available to the public for research and educational purposes in the online Houston Public Library Digital Archive. HPL will announce the project on its blog⁷ and AAHC staff will create social media posts to announce the project and to promote general awareness and progress along with the availability of new audiovisual items added online. Items will also be shared with other community partners through exhibits, events, newsletters, blogs, web, and social media sites including HPL's Twitter, Instagram, and Facebook. AAHC staff will highlight and promote newly available collection items in the quarterly newsletter the *Gregory Griot*, an organizational newsletter circulated to researchers, donors, historians, donors, educators, and lifelong learners. The Project Manager, Project Lead, and Oral History Archivist will plan and develop a digital portal⁸ on the digital archive to highlight and promote the audiovisual holdings.

Activity 6: Assessment, Evaluation, and Reporting. (July 2024 - June 2026)

The Project Lead will monitor the progress of activities and statistics through each project phase to ensure the benchmarks are met. Workflows and activities will be adjusted to meet the project specifications and deliverables. The Project Archivist, Oral History Archivist, and Processing Archivist will submit weekly statistic activities to the Project Lead. Reports will track the quantity of metadata completed, items uploaded online, and oral history transcripts completed. Monthly team meetings will be held to discuss the work plans and project progress. Progress will be reported to the Project Director, Project Manager, and Grant Manager quarterly for inclusion in IMLS mid and final reporting.

Project Results

Accessibility is a priority for the Houston Public Library. The project's 27 collections of approximately 1,416 items, will be made available through several platforms, including the online HPL Digital Archive. Our collaboration with Trinity United Methodist Church and area universities, allows for the expansion of user audience within the greater Houston area locally, regionally, nationally, and internationally. For example: As a result of HPL's 2021 IMLS AAHC award for *Fourth Ward Preserved* and 2022 IMLS AAHC award for *Preserving Houston's Black Culture*, a total number of 26,842 items were

⁷ HPL Blog: https://houstonlibrary.org/blog?tag_id=221065

⁸ Examples of virtual portals include Witness to the Truth: <https://digital.houstonlibrary.org/gf-virtual-portal> and the Race and Social Justice George Floyd Memorial: <https://digital.houstonlibrary.org/gfloyd>.

Houston Public Library
Analog to Digital: Preserving Houston's Black Voices
Opportunity No. AAHC-FY24
Project Narrative

digitized, 62.38 linear feet processed, and 1,220 items have been uploaded to the HPL Digital Archives to date. Items from that project have been used in HPL and Freedmen's Town Conservancy exhibits, as well as provided to other organizations for inclusion in online and printed publications.

Analog to Digital: Preserving Houston's Black Voices will result in the following outcomes:

- 1) Sustain through digital preservation, 1,416 endangered audio and video records that have been identified as at-risk and vitally important for research pertaining to Houston's African-American community.
- 2) Create descriptive metadata records for each digitized item to aid in the discovery of this content by researchers and to support the preservation of the digital versions. The team will also create an Audiovisual Resource Guide for use at AAHRC by staff and researchers in the AAHRC reading room.
- 3) Provide access to media online and onsite at AAHRC for research and general viewing. At the completion of the grant period of performance, staff will have added 40-50%, approximately 566-700 items, of digitized media to the HPL Digital Archive. This will allow AAHRC to increase the web presence of this content to all users and scholars, both inside and outside of the Houston area. AAHRC staff will continue to process and upload the remaining items until all items are completed and online.
- 4) Create and maintain a virtual portal on the HPL Digital Archive page to highlight newly available audiovisual materials and increase discoverability.
- 5) Promote the project in the HPL News blog, the GregoryGrio⁹ newsletter, on HPL social media platforms, and to our high school, university, and community partner organizations for a broader reach.

The tangible outcomes and products include electronic, finding aids, digital access online, an audiovisual resource guide, and high-quality audio and video surrogates, that can be used for research and general viewing by the public. Statistics will be used to track the digitized materials usage online and through reproduction requests.

AAHRC will sustain the project impact by continuing to pay the associated fees for the preservation of digital files and metadata. These fees will be absorbed into HPL's annual budget, which is covered partly by the City of Houston and also through private funds from the Houston Library Foundation, a non-profit dedicated to supporting HPL literacy programming (www.houstonlibraryfoundation.org). The Trinity United Methodist Church plans to use the materials in its upcoming anniversary and institutional celebrations, which will include public exhibits, events, publications, and lectures. HPL also has partnerships with universities, and local, national, and international community organizations that can incorporate these digitized films into their curriculum, learning outcomes, and publications.

The ongoing partnership between the Houston Public Library, Trinity United Methodist Church, local universities, and other community organizations will help preserve and promote the legacy of Houston's African-American history and carry on the unique stories as told within these archives by Houston's Black Voices.

⁹ The *Gregory Grio* is an organizational newsletter circulated to researchers, donors, historians, donors, educators and lifelong learners.

Houston Public Library
Analog to Digital: Preserving Houston's Black Voices
IMLS Opportunity No. AAHC-FY24
Digital Products Plan

Type:

The project will result in the creation of digital content publicly available on the Houston Public Library Digital Archive (HPLDA). Digital content will be produced in the form of BWF, WAV, MP3, MPEG4, and MOV. HPL will use equipment such as desktop computers. Software to be used include Adobe Premier Pro, Audacity, Sonix, Microsoft Products (e.g., Office, Teams), and other visual/audio software. Data content will be captured in the original acquired file format. Video and audio files will be captured in both preservation and web-accessible formats as indicated below:

Analog Audio Media

- Preservation: Uncompressed Broadcast Wave Format (BWF; WAV) sampling at 96kHz/24bit depth
- Web-accessible: MP3, 44.1kHz/192kbps stereo, 96kbps mono

Analog Moving Images

- Preservation: Video- 10-bit uncompressed, 720x486 4:2:2, v210 codec in .mov wrapper
- Preservation: Film- 10-bit uncompressed, 2048x1556 4:2:2, v210 codec in .mov wrapper
- Web Accessible: Video- MPEG4 at 640x480, 3.0 Mbps and Film at 2048x1556, 12.0 Mbps
- Web Accessible: Film- MPEG-4 AVC/H.264, 2048x1556, 12.0 Mbps

Data:

- Preservation: Disc Image¹
- Access: Logical files

HPL will follow the workflow as outlined in our Schedule of Completion. Our timeline for meeting planned milestones and deliverables will help the project team monitor and evaluate our progress. The Project Lead will evaluate digital files and metadata monthly as well and track statistics weekly throughout the duration of the grant. Primary and secondary quality control checks will be completed after each batch of media files is returned from the vendor.

The selected vendor will capture and embed structural and technical metadata during the digitization process following the [Federal Agencies Digitization Guidelines Initiative \(FADGI\)](#). HPL captures information and writes descriptive metadata post-digitization following Dublin Core and local standards. File names will follow our established HPL archival standards. HPL uses Dublin Core metadata schema, Library of Congress Subject Headings, and Library of Congress Name Authorities. HPL backs up digital files and metadata to tape, Amazon Web Services (a cloud-based product), and will preserve and maintain preservation files and metadata in Preservica.

The digitized material will additionally be used to create a digital page on the HPLDA. Digital content will also be made available to stakeholders and partners in Third Ward districts, such as Trinity United Methodist Church which is celebrating upcoming anniversaries, and local professors at partner universities such as Texas Southern University. No personally identifiable information will be captured during this project.

¹ A disk image is a single file that contains an exact digital replica of a piece of a data storage device, and preserves all metadata from the original file system.

Houston Public Library
Analog to Digital: Preserving Houston's Black Voices
 IMLS Opportunity No. AAHC-FY24
 Schedule of Completion

Project Year Calendar Year	Year 1												Year 2											
	2024						2025						2026											
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Project Planning & Pre-Digitization																								
Vendor Scope of Work Drafted and E-Bid submitted	x	x	x																					
Vendor selection process & vendor contract			x	x	x	x																		
Review, prepare, and prioritize items for vendor	x	x	x	x	x	x																		
Pack and Ship materials							x	x																
Order Supplies / Receive Supplies		x	x			x	x																	
Digitization																								
Digitization by vendor								x	x	x	x	x	x	x	x	x	x	x	x	x	x			
Digital File Batches Returned by vendor										x	x	x	x	x	x	x	x	x	x	x	x	x		
Post-Digitization																								

Houston Public Library
Analog to Digital: Preserving Houston's Black Voices
IMLS Opportunity No. AAHC-FY24
Digital Products Plan

The time to digitize will be determined by the vendor based on the condition of individual files, needed conservation, and the length of individual audio or videos. The time to review audio/video files and create metadata is dependent on the video or audio file duration. The current known duration of files ranges from 30 minutes to 260 minutes.

Availability

HPL will make the materials available online at the HPLDA with fully searchable metadata via its CONTENTdm digital asset management system. HPL will expose the OAI-PMH compliant metadata for harvesting by the Texas Digital Library, and the Digital Public Library of America. Where collection materials have finding aids on the ArchivesSpace site, links will be made to the digitized online content. Digital content will be made openly available to the public via the HPL Digital Archives (Stacks, Contentdm).

To see past work of digitized content, please visit the Houston Public Library Digital Archive: <https://digital.houstonlibrary.org/gregory>. Houston Public Library Digital Archives allows you to browse the digital holdings of its three history research centers. AAHC's holdings on the HPLDA highlight Black life through digitized and curated photographs, unpublished papers, documents, letters, and business records chronicling all aspects of life in Houston and Texas. Manuscript and records collections shine light on families, businesses, churches, and organizations from the 1800s to the present.

Examples of AARCH digital content include:

- MSS 0281 Reverend Jack Yates Family and Antioch Baptist Church Collection (<https://cdm17006.contentdm.oclc.org/digital/collection/p17006coll47>)
- RG 0056 Prairie View A&M Photograph Collection (<https://cdm17006.contentdm.oclc.org/digital/collection/p17006coll32>)
- Ben Desoto Collection (<https://cdm17006.contentdm.oclc.org/digital/collection/p17006coll118>)

Access:

Digital content will be publicly available for use through the Houston Public Library Digital Archives. Intellectual Copy Right is IN COPYRIGHT - EDUCATIONAL USE PERMITTED; This Item is protected by copyright and/or related rights. You are free to use this Item in any way that is permitted by the copyright and related rights legislation that applies to your use. In addition, no permission is required from the rights-holder(s) for educational uses. For other uses, you need to obtain permission from the rights-holder(s).

HPL will retain ownership rights over any digital products with the efficacy of the grant. Digital products will be publicly accessible. Terms and conditions are noted on the HPL Digital Archives and in finding aids.

Sustainability:

During and after the award period, all digital files will be ingested into Preservica as well as stored on HPL local digital storage, which is also backed up in two (2) offsite locations and Amazon Cloud-based storage. HPL will sustain the benefits of this project by continuing to pay the associated fees for the preservation of the digital files and metadata after the granting period ends.

Applicant Name: Houston Public Library

Project Title: *Analog to Digital: Preserving Houston's Black Voices*

Performance Measure	Data We Will Collect (e.g., counts, costs, weights, volumes, temperatures, percentages, hours, observations, opinions, feelings)	Source of Our Data (e.g., members of the target group, project staff, stakeholders, internal/external documents, recording devices, databases)	Method We Will Use (e.g., survey, questionnaire, interview, focus group, informal discussion, observation, assessment, document analysis)	Schedule (e.g., daily, weekly, monthly, quarterly, annually, beginning/end)
Effectiveness: The extent to which activities contribute to achieving the intended results	<p><i>Example:</i> At the end of each month, using a report prepared by the registrar, we will compare the cumulative count of rehoused objects against the total number proposed for the project.</p> <p><i>Example:</i> At the end of each project year, our external consultant will present the results of the ongoing observation-based evaluation and compare them against our intended project results.</p> <ul style="list-style-type: none"> • The project manager will set goals and evaluate progress monthly with the vendor to ensure benchmarks are met during each phase. Completed work will be tracked by the project team at the African American History Research Center (AAHRC) by using reports and statistics sheets. • Reports will track completed activities and note any issues and challenges during the digitization process. • Reports will correlate with the <i>Analog to Digital: Preserving Houston's Black Voices</i> Work Plan and include the date received by the vendor, number of items repaired, size, and number of digitized files created, number of digital files processed, and number of items added to the HPL Digital Archive. • After the granting period, the project team will work to get all digitized files uploaded online with transcriptions and descriptions. Once uploaded online, HPL will collect metrics on the number of times items from this grant were accessed through the HPL Digital Archive or requested in-house (this activity may occur during or after the grant period of performance). 			
Efficiency: How well resources (e.g., funds, expertise, time) are used and costs are minimized while generating maximum value for the target group	<p><i>Example:</i> Twice per year, we will assess our expenditures for program supplies on a per-person-served basis.</p> <p><i>Example:</i> Each quarter, we will calculate the dollar value of volunteer hours contributed to the project as recorded in our online volunteer management system.</p> <ul style="list-style-type: none"> • Once per quarter, the project team will assess the expenditures for supplies and digitization. Adjustments will be made as necessary to stay on target with the project schedule of completion. • Each month the project team will review the number of items digitized and determine if the project is on target per the project work plan. Adjustments will be made as necessary to keep the project on target. 			
	<p><i>Example:</i> At the beginning, the mid-point, and end of the project, we will administer a satisfaction survey to staff who have participated in the training.</p> <p><i>Example:</i> We will gather opinions about our online services through questionnaires provided to every 20th user.</p>			

<p>Quality: How well the activities meet the requirements and expectations of the target group</p>	<ul style="list-style-type: none"> • Once per quarter as physical items are returned to HPL, the project team will assess the quality of the physical A/V (e.g. cassette tapes, mini-discs, CDs, etc.) that were repaired before re-housing them in their permanent archive location at AAHRC. • As hard drives with the digitized files are received, the project team will verify the digital files as complete and matching the A/V that was returned. • After digitized files are inspected and approved, the project team will describe and upload digitized files (as time allows) during the granting period, or after the granting period as part of their regular staff duties.
<p>Timeliness: The extent to which each task/activity is completed within the proposed timeframe</p>	<p><i>Example: Every six months, our Project Director will assess the fit between our proposed Schedule of Completion and actual activity completion dates.</i></p> <p><i>Example: Each quarter, each project partner will submit to our Project Director a templated report showing their progress on meeting project milestones.</i></p> <ul style="list-style-type: none"> • The Project Manager will submit quarterly reports that track digitization progress, including the number of physical items repaired, size and number of digital files, issues and challenges noted by vendor, issues and delays noted by AAHRC staff, number of digital items processed, and number of items added to the HPL Digital Archive. • The Project Director will hold monthly meetings with the Project Manager and HPL Grant Management to discuss the project's progress and adjust the work plan as necessary.