Institute of Museum and Library Services
Laura Bush 21st Century Librarian Program FY 2024
Preliminary Proposal Narrative

GLAM-DCM PR: Digital Collection Management in Puerto Rican GLAM institutions

Introduction
The University of Puerto Rico, Río Piedras Campus, **requests $149,949** to support the *GLAM-DCM PR Forum Project* to develop capacity building meetings under the Forum category on topics related to digital collections management in galleries, libraries, archives and museums (GLAM-DCM). The need our project will address is supporting critical discussions of existing guidelines, best practices and strategic workflows, as well as to advance and sustain the professional development of such a community of practice in Puerto Rico. These activities are particularly geared towards memory workers in galleries, libraries, archives and museums (GLAM), given that these professionals traditionally work within disciplinary silos, with few opportunities to share common skills and knowledge. The proposed project aligns with Laura Bush 21st Century Librarian Program's 2024 Goal 3, which is to "[e]nhance the training and professional development of the library and archival workforce to meet the needs of their communities". Specifically, it aims towards Objective 3.5: "[s]upport training of the library and archival workforce in digital collection management. This may include, but not be limited to, preservation and access to information and resources through retrospective and born-digital content; digital preservation strategies; community archives; web archiving; and improving cataloging and inventory practices". The project proposed meetings with GLAM workers will also produce a digital toolkit with best practices that will take into consideration local needs geared toward climate change events.

Project Justification
Memory workers across galleries, libraries, archives, and museums (GLAM) work within institutional boundaries. Current communities of practice and professional associations are often constituted as disciplinary silos, with limited exchange of knowledge and best practices. While digital collection management requires memory workers to transcend traditional institutional/disciplinary boundaries, there are currently no forums that focus on building working relationships across institutional needs and practices. This project aims to create and sustain several gathering activities, following the forum format, for memory workers across GLAM institutions in Puerto Rico. The forum will discuss common needs related to digital collection management, including but not limited to collection development, metadata, preservation, user needs, and access. The *GLAM-DCM PR Forum Project* will be enacted by the development of working groups composed of participants from diverse GLAM backgrounds that will engage in related discussions and develop toolkits, reports, and other deliverables for widespread dissemination. These activities will be supported by the convening of qualified experts and GLAM stakeholders to help explore the digital management of collections as opportunities for professional development and education-related issues, taking into account climate change events that challenge digital collections in Puerto Rico. The *GLAM-DCM PR Forum Project* will meet aforementioned goals and objectives by creating a space to facilitate communication, collaboration, and professional development among memory workers in order to efficiently and sustainably manage digital collections that serve local communities, particularly collections from digital community archives.

Project Work Plan The period of performance for the *GLAM-DCM PR Forum* project is two years and will serve as the basis for furthering our community of practice's long-term research agenda, career trajectory, and professional development. The project schedule is as follows: **August-December 2024**: Recruitment of participants through online survey; initial plenary session to establish topics of interest; organize and establish guidelines for forum cycles according to topics of interest; develop mechanisms to disseminate ongoing progress and results with the Puerto Rican GLAM community. **January-December 2025**: Implement the *GLAM-DCM PR Forum* cycle according to selected topics. We will devote two sessions for each topic, with asynchronous digital interaction between sessions. Session 1 includes an introductory overview by an expert and group discussion (small and plenary groups). Interim digital interaction will be used to propose tools, guidelines, best practices or workflows for evaluation, discussion, and selection. Session 2 centers on group discussion on three selected tools/guidelines/best practices/workflows, and critical evaluation on their suitability to PR GLAM context. **January-June 2026** Develop the digital toolkit, disseminate results with GLAM workers, complete final report. Project Co-PIs will develop and administer online survey to recruit participants, establish guidelines for forum cycles and prepare

reports to document forum sessions. The Digital Humanities Consultant, Digital Collections Specialist and Digital Curator Specialist will assist PIs in the selection and evaluation of DCM tools/best practices/workflows that will form part of the digital toolkit. Graduate students will assist in the dissemination of ongoing progress with the GLAM community, via social media, online newsletters, and other media; and support toolkit creation. Co-PIs will keep weekly progress reports, document forum sessions, and prepare final report.

Diversity Plan

The project will create, enrich, and sustain networks among memory workers in GLAM institutions across Puerto Rico. Memory workers are used to working in silos according to institutional traditions and established best practices. However, digital collection management poses new challenges that should be addressed through collaboration. The term "memory workers" encompasses the diverse skills, knowledge and expertise that must be shared in order to work within the digital landscape. On one hand, *GLAM-DCM PR Forum Project* will provide and foster a dialogical environment for GLAM memory workers to consider how their multiple experiences, opinions, and values can provide for inclusive communities of practice. On the other, the UPR-RP is a Hispanic serving institution comprised of academic community members representative of underserved populations from low income backgrounds, who are first generation students; a large percent beign female. GLAM-DCM PR Forum Project recruitment, development and retention of participants will reflect EDI, which is an UPR-RP commitment. By engaging a diverse, interdisciplinary, intergenerational and intersectional group of participants, the *GLAM-DCM PR Forum Project* aligns with UPR-RP mission as it challenges memory workers' teams to think outside their comfort zone and explore new thoughts and ideas regarding the management of digital collections. Memory workers will be better equipped to support local communities in the creation and management of their own digital community archives, thus contributing to the visibility of traditionally underpresented groups.

Project Results

The forum sessions will foster a community-wide critical discussion on existing guidelines, best practices and strategic workflows for digital preservation and access in galleries, libraries, archives and museums (GLAM) settings, aiming to identify those best suited for (or adaptive to) Puerto Rico's current environmental, fiscal, legal, and info-technological landscape. The discussion will also address the current "haves and needs" of memory workers in order to execute said practices and workflows; the resulting conclusions will support strategic planning activities for future recruitment and capacity-building efforts within and beyond UPR Libraries and affiliated information centers. The project will subsequently develop a digital toolkit, based on the *LibGuide* digital reference format, showcasing the findings on digital asset management guidelines, best practices and strategic workflows suited to our Caribbean GLAM context. The publication of the digital toolkit via the UPR Libraries website, as an Open Education Resource, aims to strengthen a community of practice for memory workers in Puerto Rico.

Budget Summary: **Salaries and wages $71,032**: Prof. Dinah Wilson, PI, and Prof. Jeanmary Lugo, Co-PI: 3 credits additional compensation each, $3,562 per year, $7,124 for two years = **Total $14,248.** Dr. Nadjah Ríos, Digital Humanities consultant, 3 credits additional compensation per semester, $4,086 per year = **Total $8,172.** These salaries will be paid through an additional compensation. This means that all activities will be performed outside departmental lines and in addition to regular workload; compensation is above the institutional base salary. Prof. Mila Aponte-González, Digital Collections & Archives Specialist, part-time project compensation ($1,781) per semester = **Total $7,124;** additional compensation for Dr. Miriam Lugo, Digital Curator & Collections Specialist, will dedicate 167 hrs/yr (3.2 hrs/week) = **$9,696.** An additional compensation for Administrative Assistant Melany Algarín Lugo for 37.5 weeks per year (10 hrs/week) = **Total $10,732;** one (1) graduate student at $10,530 per year/2yrs = **Total $21,060**. **Fringe Benefits**, in compliance with local and Federal labor laws and institutional policy = **Total $16,728**. **Participant support**: $500 per participant, 10 participants per semester = **Total $20,000. Supplies, materials, and equipment** = **Total $3,000. Travel** = **$ 6,000.00. Total direct costs: $116,760. Indirect costs** at negotiated institutional rate of 34.30% for other on-campus projects, minus equipment and participant support costs = **Total $33,189.**
        Total project costs: $149,949.