

A Model for Surfacing Hidden Collections: The Rescuing Texas History Mini-Grant Program at The University of North Texas Libraries

Marcia McIntosh, Jacob Mangum, and Mark E. Phillips, University of North Texas

Author Note:

Marcia McIntosh, Digital Production Librarian, University Libraries, University of North Texas; Jacob Mangum, Project Development Librarian, University Libraries, University of North Texas; Mark E. Phillips, Associate Dean for Digital Libraries, University Libraries, University of North Texas.

Correspondence concerning this article should be addressed to:

Marcia McIntosh, Digital Production Librarian
University Libraries
University of North Texas
1155 Union Circle #305190
Denton, TX 76203-5017
Contact: Marcia.McIntosh@unt.edu

Abstract

The University of North Texas Libraries (UNT Libraries) have directed a digitization service called Rescuing Texas History (RTH) with the goals of helping local and state-level cultural heritage institutions and private owners digitize their materials. RTH allows UNT Libraries to develop mutually-beneficial relationships with regional organizations while preserving and providing access to a large variety of at-risk historical items in The Portal to Texas History digital repository. The model described in this paper will explain the methods and lessons learned over the years of conducting the program. RTH's overall structure serves as a model for sustainable large-scale digitization initiatives.

Keywords: digitization, hidden collections, history, digital collections, project management, collection development

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Description of The Portal to Texas History

In the beginning of the 21st century, as digital collections were brought to life in cultural heritage organizations throughout the world, the University of North Texas (UNT Libraries), came to three fundamental realizations: first, that the formation of digital collections could provide preservation of and access to historical artifacts in a way never before possible; second, that although many organizations in Texas would have the resources to create digital collections, even more would not or could not do so; and third, many communities without access to the digitization process have materials and valuable stories that are worth disseminating. It was these stories, many with a high risk of loss, that form and embody Texas History. UNT Libraries identified the need to preserve and provide access to hidden collections of primary source materials related to the state's rich heritage. It realized that organizations and homes in Texas with these materials could benefit from contributing to a centralized resource that provides not only the hosting, but also the digitization and metadata services required to create digital collections. Additionally, it was recognized that this state-wide resource could allow scholars, researchers, genealogist, teachers, and life-long learners a chance to view and freely access these previously hidden collections in a long-term and sustainable manner.

The term hidden collections can be defined as those items owned by an organization, but lacking bibliographic information that would facilitate its use by an institution, patron or visitor (Brannon, Parks, Phillips, & Sears, 2013, p. 7). Many cultural heritage institutions, particularly archives and libraries, have grappled with how to approach hidden collections. The first step as Elizabeth Haskell explained in her article, “Hidden Collections in Archives and Libraries” is to explain why hidden collections are a problem. These types of collections are opportunities for wasted resources, such taking up valuable space in an archive. Hidden collections are a potential security threats if classified or confidential information is mishandled. They are a problematic insurance issue and hard to replace if these unknown or undocumented items are stolen. Moreover, hidden collections can be a hindrance to research and scholarship when patrons, who may have journeyed to the collection, cannot be sure of what they would find (Haskell, 2005, p. 96). The second step in managing the challenges created by hidden collections is to select a method or model for making these collections more discoverable. Several institutions have found ways of approaching hidden collections. There have been grant-funded initiatives to process these collections enabling some description of their content and thereby granting greater access. For example, The Historical Society of Pennsylvania secured funding for five years from the Andrew W. Mellon Foundation to process collections of small repositories in the Philadelphia Area (McCarthy, Caust-Ellenbogen, & Leu, 2016, p. 98). Another approach to the problem included UCLA’s Center for Primary Research and Training Fellowship that paired graduate students with hidden collections in an effort to process them (Steele, 2008, p. 316). The question with these and any other method is on what level or detail should archivists process a collection? Should only minimal processing be complete in order to provide access to the materials sooner? Or should a collection be described completely so that it may not need reprocessing due to insufficient information? The model selected for Rescuing Texas History Mini-Grant Program (RTH) by UNT to expose Texas related hidden collections went beyond that of description, to digitization. This model captures and describes collections on an item level and provides an even greater level of access to materials through UNT Libraries’ “The Portal to Texas History” (The Portal).

In 2002, under the leadership of Cathy Hartman, the later-named Digital Projects Department began developing a digital repository now called The Portal to Texas History. The name was selected to ensure that the collections held within The Portal reflected the many communities, interests, and cultures that contribute to Texas history. The Portal is operated by the Digital Libraries Division in the UNT Libraries. Funding

for the Portal comes from the UNT Libraries, which covers staff salaries, technology, and infrastructure for the program. In addition to local funding, The Portal secures funding for digitization projects from different granting sources including federal, state, and local governments as well as support from a number of foundations across Texas. Over the past decade, The Portal has grown from its modest launch in 2004. By 2005, it hosted content from 25 Partner institutions (Belden, 2005, p. 1). Today, over 325 Partners have worked to digitize and make available over 725,000 digital items through The Portal. These digital objects have been used more than 30 million times in the past eight years. Throughout that time, The Portal team has engaged in a wide variety of initiatives to increase the number of Partners contributing content. One of the main initiatives for accomplishing this aim is the Rescuing Texas History Mini-Grant Program.

The Rescuing Texas History Mini-Grant Program (RTH) provides digitization, metadata creation, and hosting services, for free, to participating organizations. Like other multi-institutional digitization efforts, RTH provides digitization services, a centralized site for digital collections of Partner institutions, and long-term preservation for historic materials (Middleton, 2005, p. 145). Additionally, the program provides an avenue through which relationships can be established with new Partners on a limited, trial basis. An important piece of the RTH program is that the participating organizations are provided a copy of all digital objects and metadata created during the project in addition to those items being hosted with The Portal and being preserved in the UNT Libraries digital preservation repositories.

Rescuing Texas History Mini-Grants Background

Like many programs, the Rescuing Texas History Mini-Grant Program began with a goal and a grant. In 2005, The Portal team approached The Summerlee Foundation of Dallas about a grant for a pilot project called “Rescuing Texas History through the Digitization of At-risk Photographs and Maps.” They received a \$7,500 award. The funds allowed the Portal team to experiment in 2006 with digitizing materials from thirteen Portal Partners in the first iteration of RTH. The funds paid wages of student technicians who completed the scanning and metadata. Grant funds also covered the cost of hosting the images and shipping materials for digitization. Another grant from The Summerlee Foundation funded a second round of RTH with \$10,000 to digitize materials in 2007. At the end of 2008, Summerlee once again provided funding with \$15,000 for RTH to continue in January of 2009.



Also in 2007, UNT Libraries received a Texas Cultures Online grant from the Amon Carter Foundation in Fort Worth and the Adeline and George McQueen Foundation. The project, called “Where the West Begins: Capturing Fort Worth’s Historic Treasures,” was not an RTH iteration but was similarly structured to the two RTH years before it and taught The Portal team some valuable lessons. The funding awarded for Where the West Begins, in total \$35,000, was significantly larger than the previous RTH programs. This increase in funding allowed for enlarged project sizes and increased time commitments. Additionally, there was a specific Fort Worth related theme requirement for the projects that narrowed the possibilities of what could be proposed. It was decided, after completing the obligations for the “Where the West Begins” grant that the team preferred operating with smaller, more manageable projects. It was also determined that no thematic limit beyond its relation to Texas

Figure 1: [Rescuing Belongings From a House on Fire] from Dallas Firefighters Museum, Rescuing Texas History 2010.

history would be required. These decisions increased the scope in project proposals and ensured that accepted projects could be completed in a year.

In 2010, the UNT Libraries' budget allotment for the Digital Projects Unit in the form of student wages began fully funding RTH. The program awards a range of project sizes with some as small as \$19. On average the awards are up to \$1000 projects. This sum, based on the digitization and metadata rates, can develop collections of a reasonable size that can be completed within the associated RTH year (see Cost of Digitization in Appendix B: For archival collections (non-newspapers)).

Looking forward, The Portal team took steps to ensure the survival of The Portal and its contents. In 2012, UNT Libraries established the Cathy Nelson Hartman Portal to Texas History Endowment to support The Portal by providing a sustainable source of income. The endowment will arrange for the development of technologies, the acquisition of collections and content, and creation of lesson plans and education resources (The Portal to Texas History, 2016). In 2015 they additionally completed a self-audit on their repository policies, documentation and infrastructure in which they document the preservation management of held digital collections in Appendix H (UNT Libraries: TRAC, 2015).

The Program Host

Two areas in UNT Libraries work primarily to develop The Portal to Texas History and RTH Program: the Digital Libraries Division and The External Relations Division. As of 2016, the Digital Libraries Division staff includes 17 full-time staff members and 15-25 part-time graduate and undergraduate student employees. Within the division are two units who complete the digitization, the Digital Newspaper Unit and the Digital Projects Lab. The Digital Newspaper Unit digitizes only newspapers and the Digital Projects digitizes everything else except newspapers, audio, and moving image materials, which are digitized in other UNT Libraries departments. The Digital Newspaper Unit is staffed with four full-time workers and, on average, five undergraduate and graduate student technicians. The Digital Projects Lab is staffed by four full-time workers and between 12-15 student imaging workers and three to five student metadata workers. These student technicians produce most of the scanning and metadata creation for the projects. The External Relations Division has two dedicated full-time librarians and one part-time student worker on The Portal team. One of those librarians, the Project Development Librarian, acts as a liaison between the Digital Projects Lab and the Partners and serves as the main point of contact and marketing for RTH.

Program Logistics

Application Process

As in other grant-like programs, current and prospective RTH Partners go through an application process. The Project Development Librarian sends a call for submissions by e-mail to the current list of Portal Partners, and to a variety of other statewide institutions, associations, and organizations. All the organizations on the list have the responsibility of preserving cultural heritage and historical materials. The e-mail includes a synopsis of The Portal, a brief explanation of RTH, the program's contact information, a link to the application, and the application due date. The applying Partner then completes the main application and an associated appendix form that explains the cost breakdown of the desired services (see Appendix). It is through this section that the applicant, and later the awards committee, ascertains at a glance the full cost of the proposed project. The Project Development Librarian then meets with the Digital Libraries Division Assistant Dean to determine how much funding will be allocated for the year's program.

As applications are received, the proposal details are added to a matrix in Excel. The matrix tracks the Partner's name and contact information, status as a new or returning Partner, the type of materials in the project, a synopsis of the collection's historical significance, a list of the documentation received, and an estimated cost of the project.

Portal Partner	Name	Materials	Description	Amount Requested	Ranking
N	Tumbleweed Public Library	121 photos// 5 handwritten docs	A collection of photos and documents from two prominent families in the Tumbleweed area.	\$522.53	1
Y	Mary-Jane S. Cortez	9 scrapbooks	Scrapbooks documenting the local Runswat	\$315.30	1

After the submission deadline and all submission have been added, the Project Development Librarian gives the selection committee access to the completed matrix. The committee consists of members from The University of North Texas History Department, the Digital Libraries Division and the Libraries' External Relations Office. The committee meets in late summer to discuss the proposals. The Project Development Librarian then informs the members of the award budget and the maximum funding for each award prior to the meeting. With these amounts in mind, they prepare by ranking the top 20 applications

Figure 2: Example entries of the RTH selection matrix

for historical and cultural significance. At the meeting, the committee members vote on which projects will be funded.

The Project Development Librarian, after recalculating the total accepted projects costs and balancing that amount against the budget, crafts a congratulatory e-mail to be sent to each awardee. The e-mail indicates the basic scope of the project being awarded, the amount of funds, the date the materials should be delivered to The Portal team, and the documentation needed to complete the project. This documentation may include: 1) the partnership agreement - the contract used to describe the rights of the Partner and The Portal (Digital Projects Unit, Portal Partnership Agreement, 2016); 2) the collection description form - a pre-metadata form used to create the individual Partner's page in the digital library; and 3) the project inventory form -- a list that describes what is in the project. The Project Development Librarian advises the Partners on how to craft the required inventory and drop-off or deliver materials. The Project Development Librarian also answers questions that may emerge in-between selection and relinquishing the collection into the Digital Projects Lab's custody.

Digitization Process

Once a Partner's collection arrives at UNT Libraries, it undergoes an initial inventory in which a staff member verifies that all items arrived and then accounts for any "stowaways" or missing items. Any differences between the provided inventory and the actual items delivered are explained on a discrepancy form and sent to The Partner. The collection is then integrated into the Digital Project Lab's workflow system. The Digital Projects Lab has used a variety of methods including Excel, colored paper flagging, and project management platforms such as Basecamp, to track a project's progression over the years. Currently, the Lab uses a combination of wiki website, white-board, and digital folder structure system. Each RTH project gets its own project page on the Digital Libraries Division's internal wiki-site. The project is additionally represented on a large dry-erase board used to track all the projects in the lab based on the stage of project completion. As files are created they are moved forward based on what should happen to them next.

Over the course of the year, student imaging technicians scan, and metadata workers describe each project according to The Digital Project Unit's standards (Digital Projects Unit, Standards, 2016). The Lab is outfitted to handle a variety of formats with Fujitsu fi-6670 duplex document scanners, large Epson Expression 10000 XL scanners used for documents and photographic prints, Plustek Optibook A300 Bookedge

scanners for books, and a Zeutschel Omniscan 10000TT planetary scanner for large or oversized items. The lab also has access to an i2S SupraScan Quartz A1 HD scanner for all things that do not fit on the Zeutschel. The scanning students use the unique identifiers on the inventory submitted by the Partner to name and organize each item into its own digital folder. Once a step in the workflow has been completed, the scanned images are shifted to the next step in the workflow of the project. For example, newly scanned items in one project are moved from 1.Scanning to 2.toPreQC then to 3.toFinalQC etc.

Name	Type
1.Scanning	File folder
2.toPreQC	File folder
3.toFinalQC	File folder
4.toMetadata	File folder
5.toOCR	File folder
6.toUpload	File folder
7.Uploaded	File folder

Following scanning the project enters the preliminary quality control phase (Pre-QC) wherein, a different student examines the images to make sure that all the items have been scanned correctly. The student checks for errors in resolution, file naming, scanning sequence, cropping, and deskewing. Next, the project is moved to the final quality control step (Final-QC) where a staff member examines it for the same errors and overall quality. Upon completion of Final QC, the items are sent to metadata student technicians, who describe the items using a locally qualified Dublin Core schema (Digital Projects Unit, Metadata, 2016). The metadata step may be followed by optical character recognition (OCR) processing if the item contains text, and uploaded into the Portal. Once digitization is completed, the physical materials from the project undergo a final inventory to ensure that all items are returned to the Partner. They also receive a CD, flash-drive, or hard-drive of the digital copies of the collection for the Partner's own use. The Project Development Librarian then notifies the Partner that the materials are ready for pick-up or shipping.

Figure 3: File organization and Digital Projects Lab digitization workflow model

Year	Number of Partners	Objects	Uses to Date
2006	13	4,754	971,969
2007	24	7,795	1,116,409
2009	15	11,196	1,827,274
2010	20	3,278	267,929
2011	13	2,172	242,665
2013	36	5,050	61,693
2014	43	7,013	24,742
2015	42	In progress	In progress

Figure 4: The number of Partners, objects digitized, and uses per RTH Program year.

*Usage numbers appear to decrease with each new year as newly added materials have less time than older materials to be viewed and used.

The Portal to Texas History uses item usage as a primary indicator of assessment for projects over time. This usage number is calculated nightly by the system and made available to the public to view. Usage data represents the grouping of interactions with a specific digital object by a single IP address for a period of 30 minutes. The system automatically removes robots or other suspicious requests before doing any of the calculations. The usage data is calculated at the item level and then aggregated to the collection, Partner, and system level. Each of the Rescuing Texas History collections has a statistics page for the collections that provides this usage data: For example this is the statistics page for the Rescuing Texas History 2015 collection (<https://texashistory.unt.edu/explore/collections/SG15/stats/>). In addition to the collection level statistics, each Partner has usage information calculated for their items in the Portal as well. While usage data can be helpful to show the interest in a set of digital objects, it is only one form of assessment that can be collected for this type of project. The UNT Libraries is beginning to administer a survey to institutions participating in the Rescuing Texas History Mini-Grant program as a way of identifying areas to improve the overall grant and digitization process. In 2011 the UNT Libraries compiled a list of citations to content hosted by the UNT Libraries Digital Collections including The Portal to Texas History (Wilson & LeBlanc, 2011, p. 4). While this document is in need of updating, it does show how researchers are using collections in the Portal, including the Rescuing Texas History collections in their research.

Lessons Learned

After years of practice, RTH has evolved and enlightened its own administrative activities in small but important ways. The Portal team learned to create simple forms, budget more time for communicating with Partners, and require an itemized inventory of accepted materials.

Through instances of miscommunication The Portal team realized the importance of creating forms for Partners to complete and return. Early digitization procedures were conducted informally without official forms. This manner of communication worked when only a few projects were accepted. But as the RTH grew, so did the level of information management required for the Digital Projects Lab to fulfill its promises in a timely fashion. It became necessary to design forms that would enable Partners to easily find and provide needed information. These forms included the partnership agreement, collection descriptions, and inventory. The partnership agreement is the formal contract between the institution, or individual, and UNT (Digital Projects Unit, Agreement, 2016). It contains legal terminology that essentially states that the Partner maintains all of their initial rights to the items but authorizes the images to be hosted in The Portal indefinitely. The collection description form is a single page form requesting a preferred collection name and a short and long description of the collection. The form also provides the Partners with suggested talking points to include in their descriptions as well as web links to examples. Several iterations of RTH allowed The Portal team to fine-tune each form so the information was clearly requested and easy to supply.

The Portal team also underestimated the amount of time necessary to answer questions throughout the process. It was again after multiple years of the RTH that a workflow was established to efficiently provide information requested by Partners. The workflow now includes the utilization of an online customer management system, the Project Development Librarian tracking the process of each RTH project, and implementing at least three communication milestones. The Partners are notified when the materials have undergone the intake inventory, are in the process of undergoing quality control, and when they are available online. Partners will often also receive communication during the metadata process. The Portal team discovered that initial excitement often diminished over the course of an RTH year life-cycle and that communications designed to illustrate how far along in the process a particular project was helped maintain that excitement. Though Partners maybe be thrilled by the idea of having materials digitized, the inevitable mounting duties in any organization can create hindrances in prompt communication. Diligence and awareness are necessary to keep up with not only the more communicative Partners, but also those who may go silent for months at a time.

Another important lesson in exchanging information was requiring—with the initial application-- an itemized inventory of the materials that the Partners wanted digitized. In the early years of the RTH program, the inventory was not required until after approval when the items arrived at the Digital Project Lab for digitization. As the digitization process commenced,

staff members discovered that more or fewer materials than anticipated had arrived in the lab, resulting in disruptions to workflows and expectations. Requiring the inventory not only upon arrival of materials, but also at the application stage helped Partners and committee members come to a more accurate understanding of what was inside each proposed project. The itemized inventory additionally allows all parties involved to have a reasonable idea of what will be sent and helps lab staff recognize if all the predetermined materials arrived at UNT. It also helps ensure that all items sent to UNT are later returned.

Benefits

Alongside the benefits of historic preservation, organizational collaboration, and centralized repository access, RTH has several operational benefits created by its structure including its flexibility, low-barrier of entry for Partners, short-term digitization commitment — long-term preservation commitment —, and built-in product exposure. As far as grant-like programs go, it is a very simple program to administer. This range in values, from \$19 to \$1000, allows those Partners who wish to digitize only a few items a chance to apply and have their projects completed. For example, one recipient Midwestern State University digitized a relatively small number of maps, 25 in total. But since digitization in 2010, the maps have had 2,988 uses. This highlights another feature, Partners can additionally view the number of uses their materials receive through the Portal to Texas History’s statistics view. One can make the assumption that these maps would be unlikely to have received similar levels of usage had they remained only in physical format. The program’s ability to work with small projects allows The Portal to host to rarer finds: the heirlooms and artifacts of private individuals. It is unusual for digital collections in universities to include materials not affiliated with the hosting university or donated by distinguished alumni. Those treasures found in the attics, or estates, of the

Figure 5: The number of Rescuing Texas History Partners by organizational type for all RTH program years. This counts includes repeat Partners for each year.

Year	Museums/ Historic Sites	Public Libraries	Archives	Historical Orgs.	Private Partners	Religious Orgs.	Genealogists	City/County Offices
2006	3	6	3	1	0	0	0	0
2007	7	4	1	5	4	1	1	0
2009	6	4	3	3	1	0	0	1
2010	2	9	4	3	0	1	0	2
2011	8	2	0	0	3	1	0	2
2013	5	9	4	4	4	2	2	3
2014	8	13	5	2	8	1	1	2
2015	12	6	6	6	3	1	2	4

larger population without university affiliations could largely go unpreserved. RTH, however, will accept project applications from individual private donors and has awarded several in the past ten years.

The ability to pilot a relationship also serves as a benefit for all parties involved. UNT Libraries and The Portal team have the chance to run through the digitization process with each RTH Partner knowing it is a short-term digitization commitment while still gaining a long-term preservation solution. Similarly, Partners, get the chance to experience the process with a small sample of materials, before attempting project proposals that are larger in size and duration. Often this first, “blind-date” goes well and a steady relationship between the two organizations develops to the advantage of each organization. This advantage for Partners comes in the form of ease through the digitization process and with the expected increase in exposure that occurs by having a collection in The Portal. For UNT Libraries, that advantage appears in the number of items that are uploaded and the visitors who click through to examine the materials.

Scholars, genealogy researchers, teachers, and students have testified how much they appreciate The Portal and the contributions of its Partners through oral, written, and published works. What is less often discussed is the positive feedback The Portal to Texas History has received from many of its Partners:

“Everyone I’ve worked with at The Portal has been wonderful to work with.” -- Brad Willis, Private Partner

“[Receiving an RTH award] really made my day. And your lab is pretty rad too!” -- Lisa Betham, Haslet Public Library

These statements are encouraging to The Portal team, but the highest praise can be seen to come from the number of reoccurring partnerships. Of the 206 Rescuing Texas History partnerships over the past eight rounds, seventy-seven, about one third, have been reoccurrences.

Should a Partner decide to continue adding to The Portal after the conclusion of their RTH, there are options available to them. Currently, there are four models for digitization. Each partnership model directly correlates to available resources the partnering organization is willing or able to allocate to the project. The distinctions between the four models revolve around two key elements of the process: scanning and metadata creation.



Figure 6: [Clyde Champion Barrow and Bonnie Parker] from Dallas Municipal Archives, Rescuing Texas History 2009

Model Type	Model 1		Model 2		Model 3		Model 4	
Responsibilities	Partner	Portal	Partner	Portal	Partner	Portal	Partner	Portal
Provides information on the collection	■		■		■		■	
Prepares materials (includes unique identifiers)	■		■		■		■	
Ship materials	■		■		■		■	
Scans materials		■		■		■		■
Creates metadata		■	■			■	■	
Processes images		■		■		■		■
Uploads		■		■		■		■
Digitally preserves content		■		■		■		■

Model 1 (Portal Heavy)

- » Partner provides information about the collection, then prepares, and ships materials
- » The Portal scans and describes (creates metadata) for the items, then processes, uploads, and digitally preserves the final content

Model 2 (Partner Light)

- » Partner provides information about the collection, prepares and ships materials, and, after digitization, describes the items (creates metadata)
- » The Portal scans items, then processes, uploads, and digitally preserves the final content

Model 3 (Portal Light)

As a result of RTH, The Portal receives the benefit of continued, diverse collection development, and Partners gain the ability to distribute materials to the wide audience The Portal attracts. Though these models are available to any interested potential Partner, RTH has been one of the best introductory steps towards digital collections building in The Portal. Thanks to RTH and the above models, The Portal has increased from its first year in development with five collaborative Partners, over 6,500 digital images, and 1,000 uses a month to over 325 Partners, 7 million images, and over 400 thousand uses a month in 2015.

Conclusion

The Rescuing Texas History program has created several benefits for the UNT Libraries and its Partners. Years of experience in administering RTH have resulted in a pool of knowledge on best practices cooperative digitization programs. Lessons learned include how to create and fund such a program, how to handle communication between The Portal and its Partners, how to guarantee the safe arrival and return of materials, and how to forge relationships among local organizations. For a fraction of UNT Libraries budget, the RTH model has returned to UNT, The Portal team, Portal Partners, and Portal users the ease in administrative duties, a well-developed centralized repository containing a variety of rare and valuable materials, and, best of all, the on-going relationships established with Partner institutions. It is The UNT Libraries aim that the program continues and inspires similar initiatives elsewhere.

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Appendix A: Application for Rescuing Texas History 2015

The Rescuing Texas History mini-grant series offers up to \$1000 worth of digitization services to successful candidates. Please fill out the following questions along with the corresponding appendix form.

1) Name of your institution or family collection:

Address:

Phone:

E-mail:

2) Name and contact information for the person responsible for this project in your institution:

Name:

Phone:

E-mail:

3) Please explain the cultural and historical significance of the collection you propose for digitization (100-250 words).

4) From what time period(s) do the materials date?

5) What is the condition of the materials?

6) In addition to this form, please complete the corresponding appendix based on the types of materials you propose for this grant.

» Appendix A - newspapers

» Appendix B - archival collections consisting of any of the following: print photographs or film negatives, handwritten or print materials, ledgers under 16" long, books, serials (yearbooks will not be accepted for this project)

Requirements for participation:

If you are selected for participation in the grant, you must be willing to:

» Complete the partnership agreement

» Obtain permissions and copyright clearances if needed for your materials

- » Carefully follow the instructions provided on the “Rescuing Texas History 2015” website <http://www.library.unt.edu/call-submissions-portal-texas-history>
- » Communicate your needs and concerns to us
- » Deliver or ship your physical materials to UNT by the agreed upon date

Applications can be mailed, faxed or e-mailed to: UNT Libraries

Attn: Jake Mangum

1155 Union Circle #305190

Denton, TX 76203-5017

(940) 565-2599 fax

jacob.mangum@unt.edu

Appendix B: For archival collections (non-newspaper)

1) Name of your institution or family collection:

Phone:

E-mail:

2) Cost of Digitization

- » All materials for the Rescuing Texas History project must be 12” x 16” or smaller.
- » No photocopies of photographs or documents can be accepted for this project.
- » Ledgers that cannot be disbound will not qualify.
- » Yearbooks will not be accepted for this project.

Total cost: _____

Format	Number of items you want to digitize	Cost to scan and create descriptive record
Photographs		\$3.75 per item
Film Negatives or Slides		\$5.00 per item
Glass Plate Negatives		\$6.25 per item
Handwritten Materials (letters, notes, etc.)		\$3.00 per item plus \$0.45 per page (Example: a 6-page brochure would be \$5.70)
Printed Documents (certificates, deeds, books, etc.)		\$3.00 per item plus \$0.35 per page (Example: a 6-page brochure would be \$5.10)

These costs cover:

- » Creating a master quality image or digital file for preservation
- » Providing you with master digital copies of all of your scanned materials
- » Creating derivative versions for online viewing
- » Creating a thorough metadata record to describe each item
- » Running non-handwritten text materials, such as print documents and broadsides, through Optical Character Recognition (OCR) software to automatically extract the text in order to enable full-text search
- » Digitally preserving the image or digital file in our dark archive

We are committed to preserving these digital images for the future, and we are participating in federal research on digital preservation.

2) If selected for funding, how will you send your materials to UNT?

_____ In-person delivery and pick-up

_____ Shipping (If you elect to ship your items, how much insurance do you require when we mail these back to you? \$_____)

_____ Other _____