

SECTION B. LSTA OUTCOMES PLAN

Project Name: Opening Archives: Improving Access to Primary Sources in Florida

Library: Florida Ctr. For Library Automation

Project Summary / Program Purpose: After a highly successful first year of this proposal for continued funding will enable FCLA and its partners to a) increase the pool of qualified trainers to teach about technology and archives; b) train even more archivists and curators using the curriculum developed in Year One; c) develop and deliver a second workshop series on advanced technology topics for archivists and curators; and d) expand archival information online about collections in Florida's archives through on-site consultations encoding support for archival collection inventories.

INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES	EVALUATION	
				INDICATORS	SOURCES/METHODS
<p>Staff Lead Trainer</p> <p>Regional Co-Trainers</p> <p>Trainer-Apprentice</p> <p>Archival Education Consultant</p> <p>Partners Workshop hosts (FIU, SWFLN, TBLC, Rollins College, FCLA) and training facilities</p> <p>Steering Committee & Partners (FCLA, UF, UCF, FAU, FSU, State Archives)</p> <p>Equipment 1 Laptop Computer for Trainer-Apprentice</p> <p>Existing <i>Archives Florida</i> database</p>	<p>Project Planning/Admin. Manage grant accounts & reporting responsibilities</p> <p>Steering Cmte. planning meeting</p> <p>Hire Trainer-Apprentice</p> <p>Expand curriculum & tools</p> <p>Evaluate curriculum & tools</p> <p>Train Trainer-Apprentice (including SAA workshop)</p> <p>Train Regional Co-Trainers</p> <p>Produce, print handouts</p> <p>Schedule & promote workshops</p> <p>Training & Support Teach 3 "Intro to EAD" & 3 "Advanced EAD" wkshops</p> <p>Follow-up support via email, telephone and on-site visits to participant organizations as requested</p>	<p>3 "Intro to EAD" workshops taught</p> <p>3 "Advanced EAD" workshops taught</p> <p>Total # participants trained (goal 100+)</p> <p>Total # archives that send trainees (goal 50+)</p> <p># on-site visits</p> <p># new archives adding finding aids to <i>Archives Florida</i> (goal 10+)</p> <p># new contributor home pages added to <i>Archives Florida</i> website</p> <p># new finding aids added to <i>Archives Florida</i> database (goal 200+)</p>	<p>1. Librarians, archivists and curators learn to use technology that makes hidden archival collections available to the public via the Internet</p> <p>2. Public uses technology to get information on primary sources from Florida institutions</p>	<p>1.A. Increase in # of co-trainers indicating they learned to teach others archival description, EAD and advanced topics</p> <p>1.B. # and % of workshop trainees indicating they learned archival description, EAD and advanced topics</p> <p>1.C. #, or # and % increase in EAD finding aids created by trainees following workshops</p> <p>1.D. #, or # and % increase of finding aids contributed to <i>Archives Florida</i> database</p> <p>1.E. #, or # and % increase in partner archives contributing finding aids to <i>Archives Florida</i> database</p>	<p>1.A. Source 1: Co-trainers Method 1: Interviews</p> <p>Source 2: Trainer-apprentice Method 2: Interviews</p> <p>Source 3: Trainees Method 3: Workshop evaluations</p> <p>1.B. Source 1: Trainees Method 1: Workshop Evaluations Method 2: Final survey</p> <p>1.C. Source 1: Trainees Method 1: Final survey</p> <p>1.D. Source 1: <i>Archives Florida</i> Method 1: Data analysis</p> <p>1.E. Source 1: <i>Archives Florida</i> Method 1: Data analysis</p>

				EVALUATION	
INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES	INDICATORS	SOURCES/METHODS
	<p><u>Expand Archives Florida</u> Add new finding aids from existing partners to <i>Archives Florida</i></p> <p>Solicit new partners through workshops & consultations</p> <p>Trainer-Apprentice assists encoding on-site</p> <p>Add finding aids from new partners to <i>Archives Florida</i></p> <p><u>Dissemination</u> Present at FLA., SFA and SAA conferences</p> <p>Project website & listserv postings</p> <p>Newsletter article</p> <p><u>Evaluation</u> Trainers test and evaluate new workshop curriculum</p> <p>Conduct post-workshop evaluations by trainees</p> <p>Conduct end-of-project assessments by trainers</p> <p>Consultant assessment</p> <p>Final survey of all trainees</p> <p>Collect data on growth, use of <i>Archives Florida</i></p>	<p># finding aids encoded by Trainer-Apprentice</p> <p># of new finding aids created by archives that sent staff to workshops</p> <p># finding aids accessed by public via <i>Archives Florida</i> database</p> <p># surveys answered</p>		<p>2.A. # or % and # of people who access project finding aids via <i>Archives Florida</i> database</p> <p>2.B. # or % and # of email inquiries regarding <i>Archives Florida</i> contents</p>	<p>2.A. Source 1: <i>Archives Florida</i> Method 1: Server and database activity logs</p> <p>2.B. Source 1:FCLA staff Method 1:Reference Email statistics & departmental activity logs</p>

SECTION C. ACTION PLAN

1. Project Status

During the first year, FCLA and its partners on this grant performed or exceeded (indicated by *) all activities described in the original proposal, including:

Planning & Development

- Hired Lead Trainer
- Conducted a training needs assessment survey (75 respondents)
- Developed a "Florida EAD Best Practices" guideline document
- Developed an EAD training curriculum & associated student materials
- Created a suite of free EAD tools including templates & stylesheets
- Trained 3 regional co-trainers
- Scheduled and publicized workshops

Training & Support

- * Conducted regional workshops (3 promised, 4 actually conducted)
- * Trained participants (60 promised from 10-20 organizations; 80 from 41 organizations actually trained)
- Follow-up site visits to 5 sites, plus multiple follow-up emails to all participants

Development of FCLA Archival Collections Database

- Collected EAD-encoded finding aids and added them to database (database grew from 250 finding aids from 5 archives to 400 finding aids from 10 archives)

Evaluation

- Evaluated training curriculum and tools
- Conducted trainee evaluations at end of workshops
- Conducted final survey of participants

Dissemination

- Promoted workshops via multiple statewide listservs and a project website
- * Published article in *Florida Libraries* on the project
- * Oct. 2005: Presentation to representatives of State University Libraries

After the first year of funding expired, FCLA has continued activities such as:

- Expanding, migrating *Archival Collections* database into a new *Archives Florida* site
- Recruiting new partners to contribute content to the *Archives Florida* database
- Collecting and adding new archival finding aids to the *Archives Florida* database
- Conducting additional training and on-site archival consulting
- Continued development and maintenance of computer-based tools and templates
- Continued development and maintenance of documentation for statewide best practices for archival description and encoding

- Publicizing and promoting the "Opening Archives" project by having presentation proposals accepted for the 2007 annual conferences of Florida Library Assn., the Society of Florida Archivists and the Society of American Archivists
- Grant-writing to agencies such as NEH to expand the scope of the project

Surveys and trainees evaluations conducted during the project indicated high levels of satisfaction with the training and support services offered by FCLA and its partners as part of "Opening Archives". However, these surveys also indicated a continuing need for more of the same training throughout the state, and for additional advanced training that builds upon the first round of training. Activities conducted during and after the first year also revealed great continuing potential for opening substantially more information to the world about rich collections held by cultural archives and repositories in Florida. The action plan in this proposal for continued LSTA funding addresses all three of these needs, by expanding and continuing activities initiated during the first year.

2. Project Activities (including publicity plans and timeline by Quarter)

Category	<i>Project Planning & Administration (1st Quarter)</i>
Inputs	<ul style="list-style-type: none"> • Lead Trainer (.15 FTE) • 3 Regional Co-Trainers (.03 FTE each) • Archival Education Consultant (25 hours) • Steering Cmte. (FCLA, State Archives, FSU, UF, UCF, FAU) • Trainer-Apprentice (.33 FTE, to be hired) • Laptop for Trainer-Apprentice (cost \$1,299) • Workshop hosts (FIU, SWFLN, TBLC, Rollins College, FCLA)
Activities	<ul style="list-style-type: none"> • Hire Trainer-Apprentice • Conduct Steering Cmte. planning meeting • Develop and evaluate additional curriculum and tools in coordination with Archival Education Consultant (cost \$1,250) • Train Trainer-Apprentice • Test and refine new workshop curriculum in trial workshop at FCLA with Regional Co-trainers and Trainer-Apprentice • Print training materials (cost \$1,000) • Schedule and publicize introductory and advanced workshops
Outputs	<ul style="list-style-type: none"> • Articulated project action plan and timeline • "Advanced EAD" workshop curriculum • Schedule of dates for all workshops
Notes	<ul style="list-style-type: none"> • Training of Trainer-Apprentice includes sending to SAA workshop on "Describing Archives: A Content Standard" (registration cost \$235)

Category	<i>Training and Support (2nd and 3rd Quarter)</i>
Inputs	<ul style="list-style-type: none"> • Lead Trainer (.15 FTE) • 3 Regional Co-Trainers (.03 FTE each) • Trainer-Apprentice (.33 FTE) • Laptop for Trainer-Apprentice • Workshop hosts (FIU, SWFLN, TBLC, Rollins College, FCLA)
Activities	<ul style="list-style-type: none"> • Teach all six scheduled workshops • Provide follow-up support to trainees through email, telephone and on-site visits • Continue development and maintenance of computer-based tools as needed
Outputs	<ul style="list-style-type: none"> • 3 "Introduction to EAD" workshops taught • 3 "Advanced EAD" workshops taught • 50+ organizations sent staff to workshops • 100+ persons trained during workshops • # sites visited based on post-training requests (max. 6 days travel) • # new EAD finding aids created by organizations that sent staff to workshops, regardless if deposited in <i>Archives Florida</i> or not

Category	<i>Expand Archives Florida Database & Partnerships (3rd and 4th Quarter)</i>
Inputs	<ul style="list-style-type: none"> • Lead Trainer (.15 FTE) • Trainer-Apprentice (.33 FTE) • Laptop for Trainer-Apprentice • <i>Archives Florida</i> contributing partner archives
Activities	<ul style="list-style-type: none"> • Add new finding aids from existing partners to <i>Archives Florida</i> • Solicit new partners through workshops, on-site consultations and other outreach or support activities • Create new sub-collection home pages on <i>Archives Florida</i> website for each new partner • Add new finding aids from new partners to <i>Archives Florida</i> • Trainer-Apprentice visits and gives on-site finding aid encoding assistance based on requests from partners (max. 8 days travel)

Outputs	<ul style="list-style-type: none"> • # new archives contributing finding aids to database (goal 10+) • # new sub-collection home pages added to <i>Archives Florida</i> • # new finding aids added to <i>Archives Florida</i> • # on-site visits performed by Trainer-Apprentice • # finding aids encoded by Trainer-Apprentice •
Notes	<ul style="list-style-type: none"> • Sub-collection home pages on <i>Archives Florida</i> website for each contributing partner give information about the partner organization and allow online users to browse/search the entire body of finding aids in the database, or only the finding aids of an individual archive • On-site encoding assistance by Trainer-Apprentice will only be offered to archives that agree to contribute finding aids to <i>Archives Florida</i> database

Category	<i>Promote Project & Use of Archives Florida (2nd, 3rd and 4th Quarter)</i>
Inputs	<ul style="list-style-type: none"> • Lead Trainer (.15 FTE) • 3 Regional Co-Trainers (.03 FTE each) • Trainer-Apprentice (.33 FTE) • Laptop for Trainer-Apprentice
Activities	<ul style="list-style-type: none"> • Project presentation at FLA annual conference (All trainers) • Project presentation at SFA annual conference (All trainers) • Project presentation at SAA annual conference (Lead trainer) • Project website updates • Article in newsletter or journal (goal 1+) • Listserv postings
Outputs	<ul style="list-style-type: none"> • # project presentations • # articles published • # listserv postings
Notes	<ul style="list-style-type: none"> • <i>Florida Libraries</i> published article on first year of project; Project staff will submit article about years 1-2, lessons learned, etc. to a SAA section newsletter

Category	<i>Evaluation (4th Quarter)</i>
Inputs	<ul style="list-style-type: none"> • Lead Trainer (.15 FTE) • 3 Regional Co-Trainers (.03 FTE each) • Archival Education Consultant (25 hours) • Steering Committee (FCLA, State Archives, FSU, UF, UCF, FAU) • Trainer-Apprentice (.33 FTE)
Activities	<ul style="list-style-type: none"> • Post-workshop evaluations by trainees • End-of-project assessment by trainers • End-of-project assessment by Archival Education Consultant (5 hours work, cost \$250) • Final survey of all trainees and their home organizations • Project evaluation meeting by Steering Committee • Collect data on growth and use of <i>Archives Florida</i>
Outputs	<ul style="list-style-type: none"> • Educational Consultant evaluation of project success • Report on growth and use of <i>Archives Florida</i> • # finding aids accessed by public via <i>Archives Florida</i> database • End of project survey responses • Final report to State Library
Notes	<ul style="list-style-type: none"> • Post-workshop evaluations by trainees will follow same format used in first year of project • Final survey of all trainees and their home organizations will be conducted via surveymonkey.com using same format used in first year of project • New tools for reporting growth and use statistics for <i>Archives Florida</i> are currently under development by FCLA

3. Sustainability

"Sustainability" for this project refers to three separate processes:

- Increasing the number of qualified EAD experts and trainers in the state
- Training and support program for archivists, curators and librarians
- The *Archives Florida* online archival information database

"Opening Archives: Improving Access to Primary Sources in Florida" already has produced a small group of EAD expert trainers available to train other archivists and

curators in Florida. Some of these trainers began the project with solid EAD knowledge, but refined and improved their knowledge and ability to train others as a result of the funded activity. The project yielded an entirely new co-trainer, who had no previous EAD knowledge but was identified after an "Introduction to EAD" workshop as a talented and motivated new member of the expert trainers group. Florida needs more of these expert trainers to share the workload and sustain the initiative. For this reason, the proposal for continued funding includes funds to recruit and train a Trainer-Apprentice who can assume a greater leadership role and help maximize the accomplishments and sustainability of "Opening Archives" (see Trainer-Apprentice position description in Supporting Document at the end of this proposal).

The first year of training and support activities for the "Opening Archives: Improving Access to Primary Sources in Florida" project were praised by numerous libraries, archives, museums and historical societies across the state. Post-workshop evaluations and a final project survey showed high satisfaction levels with the quality of the training and follow-up activities like on-site consulting and continued development of computer-based tools. After initial project funding ended, FCLA and its partners have continued these types of activities, and even led another "Introduction to EAD" workshop for SEFLIN November 7-8, 2006. These efforts demonstrate the importance of the "Opening Archives" program to FCLA, the continuing need for these activities in Florida, and our commitment to sustaining the activity. An additional year of LSTA support will help drive development and delivery of additional training, computer-based tools for archivists and follow-up support activities.

The current *Archives Florida* database went online March 1, 2007 and replaced its predecessor, which was named *Archival Collections*. The new online database, containing finding aids contributed from more archives across the state, clearly demonstrates FCLA's commitment to maintaining, improving and promoting such an important information resource. *Archives Florida* is maintained by full-time, permanent FCLA staff and runs on hardware and software supported as part of FCLA's ongoing budget and operations. The database, accompanying websites, and related documentation and standards are a permanent component of the digital collections and other data sustained by FCLA.

The first year of funded activity tangibly increased the spirit of cooperation among archives, libraries, museums historical societies and related agencies in Florida. As the final report for the first year explained, the project also raised a number of relevant questions about best strategies to encourage and support robust information-sharing among these types of organizations. When FCLA subsequently submitted a proposal to the National Endowment for the Humanities, to explore these issues via a coordinated strategic planning forum, the proposal was endorsed strongly by organizations like the Florida Association of Museums, the Florida Humanities Council, the State Historical Records Advisory Board, and numerous individual libraries, archives and museums. This kind of self-motivated support and interest by organizations in the state is perhaps the strongest guarantee of sustainability for the efforts described in this proposal.

4. Partnerships

This proposal continues activities begun in the first year of funding. However, it also includes new activities in response to the lessons learned during the first year, such as the need for additional curriculum development and the desirability of further increasing the pool of qualified expert trainers to teach archivists and curators in Florida. For these reasons, the following list of Partners, and the Partnership Agreements included with this proposal includes reflect both new Partners and re-affirmations of support and commitment from pre-existing Partners from Year One.

The following organizations and individuals are partnering with FCLA during the second year:

<u>Name</u>	<u>Contribution</u>
Florida Atlantic Univ. Libraries	Regional Co-Trainer (also on Steering Cmte.)
Florida International Univ. Libraries	Hosts a workshop
Florida State Univ. Libraries	Steering Cmte. member
Katherine Wisser	Paid consultant
Rollins College	Hosts a workshop
Southwest Florida Library Network	Hosts a workshop
Tampa Bay Library Consortium	Hosts two workshops
Univ. of Central Florida Libraries	Regional Co-Trainer (also on Steering Cmte.)
Univ. of Florida Libraries	Regional Co-Trainer (also on Steering Cmte.)

SECTION D.1 BUDGET PAGE

Library/Organization Name Florida Center for Library Automation
 Project Name Opening Archives: Improving Access to Primary Sources in Florida

BUDGET

	<u>LSTA</u>	<u>LOCAL/STATE MATCH</u>
1. SALARIES & BENEFITS		
POSITION TITLE	F.T.E.	
Regional Co-Trainer	.03	\$ 1,470
Regional Co-Trainer	.03	\$ 1,466
Regional Co-Trainer	.03	\$ 1,778
Lead Trainer	.15	\$ 13,948
Trainer-Apprentice	.33	\$ -
TOTAL SALARIES	\$ <u>15,823</u>	\$ <u>18,662</u>
2. CONTRACTUAL SERVICES (List each vendor)		
Educational Consultant	\$ 1,500	\$ -
Workshop Host TBLC	\$ 500	\$ -
Workshop Host SWFLN	\$ 250	\$ -
Workshop Host FIU	\$ 250	\$ -
Workshop Host Rollins College	\$ 250	\$ -
TOTAL CONTRACTUAL SERVICES	\$ <u>2,750</u>	\$ -
3. SUPPLIES (Specify)		
Workshop handout printing costs	\$ 1,000	\$ -
TOTAL SUPPLIES	\$ <u>1,000</u>	\$ -
4. TRAVEL	\$ <u>16,418</u>	\$ -
5. EQUIPMENT		
Laptop computer for Trainer-Apprentice	\$ 1,299	\$ -
TOTAL SUPPLIES	\$ <u>1,299</u>	\$ -
TOTAL	\$ <u>37,290</u> +	\$ <u>18,662</u> = \$ <u>55,952</u>

SECTION E. CERTIFICATE OF NONPROFIT STATUS

TO BE ADDED TO THIS PROPOSAL BY THE UNIVERSITY OF FLORIDA
OFFICE OF SPONSORED RESEARCH

SECTION F. PARTNERSHIP AGREEMENTS

APPENDIX: OTHER SUPPORTING DOCUMENTS

Archival Trainer-Apprentice Position Description

Description: As part of a LSTA grant funded by the State Library and Archives of Florida, the Florida Center for Library Automation is seeking a part-time, one-year Archives **Trainer-Apprentice** to work with a core team of other archival automation experts, to a) be trained and coached as a qualified workshop co-instructor on topics such as Encoded Archival Description, archival arrangement and description, archival automation and workflows, and related technologies; b) co-develop and co-teach a series of workshops throughout the state of Florida; c) provide follow-up consultations at various archives in Florida; d) perform on-site text encoding at a various archives in Florida; and e) participate in planning and administration activities for the grant. The **Trainer-Apprentice** will report to the grant project lead trainer. The position includes a significant amount of travel to various sites in Florida.

Responsibilities:

- Participates in grant project Steering Meetings
- Attends assigned training events and develops proficiency in topics such as Encoded Archival Description, archival arrangement and description, and related topics
- Assists Lead Trainer and other co-trainer to develop and test the curriculum, training materials, and computer-based tools for a series of 6 workshops
- Travels to sites and serves as a workshop co-instructor as required
- Travels to archives to provide on-site consultation on workflow and technology in archives
- Travels to archives to perform on-site assistance encoding archival finding aids
- Assists other project staff with tasks like writing reports, tracking budget expenditures, coordinating workshop scheduling and registration, and maintaining project files

Hours: Part-time position (approx. 12 hours/week), not to exceed 600 total hours worked

Required Qualifications:

- Bachelor's degree required
- Core level of comfort and familiarity with common desktop computing tools
- Some knowledge of Internet technologies and software
- 1 year training or work experience in archives, library science, museum studies or a closely related field
- Ability to learn and teach new technologies and standards; Excellent written and verbal communication skills
- Ability to travel to various locations in Florida

Preferred Qualifications:

- A Master's degree in library science or closely related field
- Previous teaching or training experience
- Previous experience arranging and describing archival collections
- Familiarity with XML and databases

Salary: \$24.25 per hour, for a maximum of \$14,550 for one-year term