3. Narrative

The University of South Carolina (USC) Libraries Digital Activities Center in collaboration with the South Caroliniana Library (SCL), which holds roughly more than one thousand newspaper titles and the largest quantity of camera master negatives in the state, will scan and deliver to the Library of Congress (LC) through the National Endowment for the Humanities (NEH) National Digital Newspaper Program (NDNP) an estimated one hundred thousand pages of newspapers, on approximately seven hundred rolls of microfilm, spanning the years 1860 to 1922. This project will build on the Center's management and technical experience in digitizing such cultural heritage materials as maps, manuscripts, and original newspapers and on the SCL's experience in identifying, cataloging, and microfilming newspapers through the South Carolina Newspaper Project of the United States Newspaper Program (USNP). The selected newspapers will represent the state's major economic and geographic regions and will reflect major artistic, cultural, economic, ethnic, literary, political, racial and religious events in South Carolina and in the region.

History and Scope of the Project

South Carolina: 1860-1922

South Carolina experienced terrific upheaval and growth during this period. The Civil War (1861-1865) began in South Carolina and cost the state its autonomy, its slave-driven agrarian economy, and a significant percentage of its white male population. With the 150th anniversary of the start of the Civil War occurring in 2011, researchers from around the world will be delighted to know of NEH's support for the digitization of tens of thousands of pages of South Carolina newspapers from this era.

During the Reconstruction era (1865-1877), the state came under military rule, the newly freed slaves exercised political power, and the remnants of South Carolina's planter class sought to reassert their dominance. In subsequent decades, the burgeoning textile industry in South Carolina's Upstate region created jobs for poor whites, but conditions for African Americans grew increasingly harsh. The reestablishment of white Democratic rule, the race-baiting tactics of agrarian reformers like Benjamin Tillman, and discriminatory "Jim Crow" laws combined to strip African Americans of their political rights and reduced them to a secondary social status.

In the early twentieth century, the forces of industrialization and progressivism motivated leaders to develop the state's transportation infrastructure, to diversify local economies, and to address such social issues as child labor, education, and health. In 1922, however, South Carolina remained rural, poor, and isolated from the rest of the nation, although its renowned arts and culture continued its reemergence.

History of Newspaper Publishing in South Carolina

Newspaper publishing began in South Carolina in the early eighteenth century. The *South Carolina Gazette*, a weekly published in Charleston (then Charles Town) beginning in January 1732, preceded the *Virginia Gazette* by four years, making South Carolina the first Southern colony to launch a newspaper. The cities of Columbia, Georgetown, and Jacksonboro (the temporary seat of government during the Revolutionary War) also published newspapers prior to 1800. Charleston was a sophisticated community, and in the 1780s, it concurrently supported several papers. The state's first daily newspaper, the *Charleston Morning Post and Daily Advertiser*, began in 1786.

In the nineteenth century, the development of settlements and towns throughout the state and the rise of the planter class fostered the establishment of newspapers ranging in frequency from those published every other week to those on a daily or weekly basis. The nullification crisis in the 1830s and the

contentious debates regarding states' rights, the abolition of slavery, and the coming of the Civil War stirred the emotions of many South Carolinians, as evidenced by newspaper titles such as the *Southern Rights Advocate* in 1852, the *Southern Patriot* (Greenville, S.C.) in 1851, and the *Camden Confederate* in 1861.

The Reconstruction era (1865-1877) saw the emergence of many papers that were published by three oft-competing factions then present in South Carolina: former ruling elites (Democrats), recently freed African Americans, and reformers from the North. African-American-owned and operated newspapers included the *Free Press* and *South Carolina Leader*, both published in Charleston in the 1860s. Papers published by Northerners included *The New South*, published in Port Royal, from 1862 through 1866. South Carolina's white elites, however, ran the majority of Reconstruction and post-Reconstruction newspapers.

By the early twentieth century, four major daily newspapers – *The State* (Columbia), the *News and Courier* (Charleston; now called *Post and Courier*), the *Greenville Daily News (*now called *Greenville News)* and the *Daily Herald* (Spartanburg; now called *Spartanburg Herald-Journal*) – covered local, regional, and national news for the state's inhabitants. Other notable papers of the era included the *Sumter Herald*, the *Camden Chronicle*, and the *Aiken Journal and Review*. The papers reflected such national events as the Spanish-American War and such economic trends as industrialization. Local events included the disenfranchisement of African Americans, the passage of discriminatory Jim Crow laws, the establishment of the South Carolina Dispensary (the only entity legally authorized to sell alcohol), and the shooting of *The State* newspaper's editor by the lieutenant governor and his subsequent trial and acquittal.

By 1920, approximately one hundred newspapers were being published concurrently in South Carolina, including 18 dailies and 73 weeklies. Their contents reflected the various progressive reform efforts within the state to address child labor laws, the state's poorly funded and operated educational system, and the harsh working and living conditions in the textile mills and mill villages.

Significant News Stories, 1860-1869:
South Carolinians took the lead in seceding from the United States, and they paid a heavy price for their rebellion during and following the Civil War. In December 1860, 169 white Carolinians convened in Charleston, a hotbed of pro-secession sentiment, and approved the state's ordinance of secession without a dissenting vote cast. On April 14, 1861, U.S. Major Robert Anderson surrendered the forces at Fort Sumter in Charleston following bombardment from the provisional Confederate military forces led by General Pierre Beauregard. The Civil War (1861-1865) had begun. Of the state's nearly three hundred thousand whites, approximately sixty thousand men served in the Confederate forces. Of that number, as many as twenty-one thousand died. The state suffered shortages of food and necessities through much of the war, and it experienced major devastation at the hands of the Union Army forces led by General William Sherman at its close. Its capital city, Columbia, was burned under circumstances still hotly contested by history buffs and scholars. In 1865, the war ended and South Carolina came under federal control.

The state's constitution of 1868, however, suggested a possible way forward for South Carolina. Drawn up primarily by Reconstruction era-reformers and elected African American leaders, the constitution extended educational opportunities and suffrage rights equally to African Americans and whites. The state's landed white gentry refused to accept the idea of equality among races, however, setting off a power struggle in the state that continued through the 1870s.

Humanities-related Events, 1860-1869:
Contributions to Religion: Consisting of Sermons, Practical and Doctrinal, a collection of sermons and tracts by Unitarian minister and Charleston resident Samuel Gilman, was published in 1860.

De Bow's Review, a monthly periodical of Southern current events, was published in Charleston and Columbia, 1861-1864.

Women of the South Distinguished in Literature, a compilation highlighting South Carolina authors Kate DuBose, Caroline Gilman, Caroline Howard Glover, and Louisa McCord, was published in 1865.

War Poetry of the South, edited by South Carolina native William Gilmore Simms, was published in 1866.

The *Rural Carolinian: An Illustrated Magazine of Agriculture, Horticulture, and the Arts* began in October 1869.

Other News Stories:
Feb. 1861. Confederate States of America formed
Nov. 1861. Union naval forces seized control of Port Royal in Beaufort District
Jan. 1863. President Abraham Lincoln issued the Emancipation Proclamation
Mar. 1865. United States Congress established the Freedmen's Bureau
Apr. 1865. Lincoln assassinated
Nov. 1865. South Carolina ratified the 13th Amendment abolishing slavery
Nov. 1867. First state-level election held in which freedmen participated
July 1868. Military rule ended in South Carolina
July 1868. Francis Cardozo became South Carolina's first African American secretary of state
Nov. 1868. Ulysses Grant elected president

Significant News Stories, 1870-1879:
South Carolina remained under federal occupation for much of the 1870s. African Americans were free to buy and sell property, contract their labor, travel, vote and hold political office, and to worship in their own churches. Widespread corruption and white opposition, however, undermined the efforts of responsible African American and white Republican leaders to maintain support for public schools and the state militia and to restore the state to a solid financial footing. The greed of local leaders in particular fueled a white backlash that manifested itself in acts of violence against African Americans and in media propaganda aimed at discrediting those in power. In 1876, former Confederate Army General Wade Hampton narrowly defeated Republican incumbent Daniel Chamberlain in a gubernatorial election marred by accusations of voting fraud perpetrated by both Democrats and Republicans. The General Assembly recognized Chamberlain as the rightfully elected governor, but Hampton and his supporters created a parallel government. In 1877, U.S. President Rutherford Hayes recognized Hampton as governor, ending the era of Reconstruction reforms.

Humanities-related Events, 1870-1879:
Southland Writers: Biographical and Critical Sketches of the Living Female Writers of the South, edited by Ida Raymond, published in 1870. It highlighted 13 women authors in South Carolina.

Joseph LeConte, onetime professor of chemistry and geology at the University of South Carolina, wrote his well-received plea for reconciling the theory of evolution with Christianity, titled *Religion and Science: A Series of Sunday Lectures on the Relation of Natural and Revealed Religion, or the Truths Revealed in Nature and Religion* in 1874.

Other News Stories, 1870-1879:
1871. Benedict Institute (now Benedict College), an African American school founded by the American Baptist Home Mission Society of New York, established
1873. Henry Hayne became the first African-American student admitted to USC

1873. Richard Greener accepted the position of professor of philosophy at USC, becoming the school's first African-American professor
1874. *Greenville Daily News* began
July 1876. Race riots erupted in the town of Ellenton in Aiken County
Feb. 1878. General Assembly ended public executions
Dec. 1878. State Board of Health established; Wade Hampton elected U.S. Senator

Significant News Stories, 1880-1889:
The so-called Bourbons, the antebellum leaders who returned to power in 1877, enshrined the myth of the Lost Cause but accomplished little else. Whites erected increasingly more barriers to restrict opportunities for African Americans. The burgeoning textile industry in the upstate region created employment opportunities for poor whites, but the state's overall economy remained weak. The outlook for farmers was especially dark. Crop failures, droughts, insect infestations, and overproduction of cash crops like cotton produced local food shortages. Edgefield County farmer Benjamin Tillman denounced the Bourbons for not providing adequate assistance to farmers. His invectives against Hampton and his supporters won him support among disgruntled farmers and businessmen alike.

Humanities-related Events, 1880-1889:
The Literary Societies of the University of South Carolina published a magazine entitled *South Carolina Collegian*, beginning in 1883. In 1888, the name changed to *The Carolinian*. The magazine continued through the 1940s.

J. Marion Sims, a pioneering surgeon and native of South Carolina, helped found the New York Cancer Hospital (now the Memorial Center for Cancer and Allied Diseases), which was formally established in 1884.

The Huguenot Society of South Carolina began publishing its annual historical magazine, *Transactions of the Huguenot Society of South Carolina*, in 1889. The Society still publishes *Transactions* today.

Other News Stories, 1880-1889:
Nov. 1880. James Garfield elected president
Dec. 1880. Dueling made illegal
1880. Women's Christian Temperance Union in South Carolina was organized
Feb. 1882. "Eight box voting law" passed in the General Assembly to further disenfranchise African-American voters
May 1884. University of South Carolina Law School reopened
Dec. 1884. South Carolina Bar Association was incorporated
1885. Reverend James Woodrow dismissed from his position as Professor of Natural History at Columbia Theological Seminary for teaching the theory of evolution
Aug. 1886. Major earthquake struck Charleston
May 1889. Converse College was founded in Spartanburg
Dec. 1889. First college football game played in South Carolina (Wofford College versus Furman University)

Significant News Stories, 1890-1899:
Benjamin Tillman rose to victory in the gubernatorial election of 1890 on a platform of agricultural education, higher cotton prices, lower interest rates, and white supremacy. Tillman's verbal attacks on the Bourbons and threats to close the Citadel Military College and the University of South Carolina alienated many Carolinians. Of newspapers, only *The State*, edited by N.G. Gonzalez, openly opposed the governor and his supporters (called Tillmanites). The Tillmanites ultimately did little to ameliorate conditions for farmers, but one of their actions had far-reaching results. In 1895, the Tillmanite-

controlled General Assembly drew up a new state constitution. It restricted the power of local governments, but above all, it stripped African Americans of the civil rights they had gained under the constitution of 1868. The era of Jim Crow segregation had begun.

Humanities-related Events:
Biographical dictionary titled *Cyclopedia of Eminent and Representative Men of the Carolinas of the Nineteenth Century* published in 1892.

History of South Carolina Under the Proprietary Government, 1670-1719, by Edward McCrady, published in 1897. (McCrady ultimately wrote five weighty histories of colonial South Carolina.)

The Wightman and Carlisle Literary Societies of the Columbia Female College (now Columbia College) began publishing a monthly magazine, *The Criterion*, in 1897. The magazine continued through the 1980s.

Other News Stories, 1890-1899:
Feb. 1891. The first issue of *The State*, a daily newspaper, published in Columbia
July 1893. Clemson Agricultural College of South Carolina opened its doors to students
Nov. 1894. South Carolina chapter of the United Daughters of the Confederacy established
Dec. 1894. State Historical Commission established
Oct. 1895. Winthrop Normal College for Women (now Winthrop University) established in Rock Hill
Nov. 1895. Benjamin Tillman elected United States senator, a position he held until his death in 1918
Mar. 1896. South Carolina State College, an African-American school then known as the South Carolina State Agricultural and Mechanical College, established in Orangeburg
May 1896. United States Supreme Court upheld segregation in *Plessy v. Ferguson*
Apr. 1897. United States declared war on Spain
1897. Elizabeth Wright founded Voorhees Normal and Industrial School, a private African-American college affiliated with the Episcopal Church, in the town of Denmark. School now known as Voorhees College
1899. South Carolina Federation of Women's Clubs established

Significant News Stories, 1900-1909:
Progressive reformers in South Carolina sought to address social issues such as child labor, education, public health, and temperance. In 1900, nearly a half of adults were illiterate, and only a small percentage of children regularly attended school. The squalid living conditions in textile mill villages distressed even town dwellers who financially benefited from the presence of mills in their communities. Communities built hospitals, libraries, public spaces, schools, and water systems, and health officials sought to inoculate children attending school against diseases. Women's organizations, such as the South Carolina Federation of Colored Women's Clubs and the Newberry Library Association in Newberry, S.C., played pivotal roles in the success of these endeavors. In 1903, the General Assembly passed the state's first child labor law establishing ten years as the minimum employment age. Violence and instability, however, remained a constant in the state, with homicide rates higher than many larger states.

Humanities-related Events, 1900-1909:
Mary Boykin Chesnut's diary of life in South Carolina during the Civil War published in 1905 with the title *A Diary from Dixie*.

Barnett Elzas's definitive history *Jews of South Carolina: From the Earliest Times to the Present Day* published in 1905.

The Gibbes Museum of Art in Charleston (now the Gibbes Art Gallery) opened its doors in 1905.

Other News Stories, 1900-1909:
1901-1902. South Carolina Inter-state and West Indian Exposition held in Charleston. 650,000 people attended
Jan. 1903. N.G. Gonzales, editor of *The State*, assassinated. The defendant, Lt. Gov. James Tillman, was acquitted
June 1903. Pacolet River flooded, killing over 60 people
1906. South Carolina College re-chartered as the University of South Carolina
Nov. 1908. Ellison "Cotton Ed" Smith elected to the U.S. Senate, a position he held until his death in 1944

Significant News Stories, 1910-1922:
South Carolinians continued to embrace progressive reforms, albeit in contradictory ways. Voters supported progressive candidate Woodrow Wilson in the presidential election of 1912, but that same year they reelected Coleman Blease, an ardent opponent of progressive causes, as governor. His successor, Richard Manning, approved bills bolstering education reform, labor and social services, and tax reform. In 1920, however, the General Assembly overwhelmingly rejected the Nineteenth Amendment to extend voting rights to women. On matters of race, even white progressives were silent. The reprehensible Ku Klux Klan reemerged throughout the South, and African-American soldiers returning home from World War I (1914-1918) met with violence when they demanded equal rights.

South Carolina's economy continued to grow, although conditions for farmers remained unstable. Peaches and tobacco emerged as viable cash crops in the upstate and Piedmont regions. The boll weevil and droughts devastated the cotton crop. The cities of Columbia, Greenville, and Spartanburg benefitted from the presence of military bases Camp Jackson, Camp Sevier, and Camp Wadsworth. South Carolinians increasingly came to appreciate their state's potential as a tourist haven.

Humanities-related Events, 1910-1922:
Writers of South Carolina, edited by George Wauchope, published in 1910.

Filmmaker D.W. Griffith translated Thomas Dixon's novel *The Clansmen* into the divisive movie *Birth of a Nation* in 1915. Set in South Carolina during the Reconstruction era, it depicted Klansmen as heroes.

William Gilmore Simms's *History of South Carolina* revised by his daughter, Mary Sims Oliphant, in 1917. It served as the standard textbook history for much of the twentieth century.

The landmark study *American Negro Slavery: A Survey of the Supply, Employment and Control of Negro Labor as Determined by the Plantation Regime*, by Ulrich Bonnell Phillips, published in 1918.

History of the American Negro: South Carolina Edition, a collection of biographies of prominent African Americans, published in 1919.

Other News Stories, 1910-1922:
Nov. 1912. Woodrow Wilson, a former resident of Columbia, elected president
Feb. 1915. South Carolina Tax Commission created. General Assembly passed state's first compulsory education bill. South Carolinians voted to prohibit the sale of alcoholic beverages
Jan. 1916. John Gary Anderson of Rock Hill introduced the first Anderson automobile
Feb. 1916. Minimum employment age rose to 14
Feb. 1917. The State Highway Department and state chapter of the National Association for the Advancement of Colored People (NAACP) established
Apr. 1917. United States entered World War I. 62,000 South Carolinians served during the conflict

1918. Influenza epidemic took 7,400 lives in South Carolina
1919. The boll weevil devastated the cotton crop on the Sea Islands, causing major economic harm to the native Gullah population
1920. The Nineteenth Amendment allowing suffrage rights to women ratified by a majority of states (not including South Carolina)
1922. General Assembly limited the hours of work in textile mills

Newspapers in the South Caroliniana Library

From its opening in 1840 onward, the library of the University of South Carolina (then called South Carolina College) included materials documenting the state's history and culture. However, they were not maintained as a separate collection until 1906, the year the college was re-chartered as the University of South Carolina. In 1940, the bulk of general collections were moved into McKissick Memorial Library and the original library building became the South Caroliniana Library, a repository for these special materials. Library staff thereafter systematically collected South Carolina newspapers, with microfilming operations starting in the late 1940s. The Library now holds roughly one thousand newspaper titles representing every county in South Carolina. Approximately seven hundred and ninety titles are available on microfilm, many representing complete or near-complete runs.

Researchers at SCL request newspaper titles on an almost daily basis. Users include college and high school students, genealogists, professionals in the private sector, teachers, and scholars, some of whom are from other countries.

Prior and Current Preservation Microfilming Efforts

In 1983, with the support of a NEH planning grant and over one hundred and fifty supporters throughout the state, the University of South Carolina charged historian Dr. John Hammond Moore to examine and inventory South Carolina newspapers and to plan for their cataloging and preservation. The project built on earlier efforts by journalism professor Dr. Perry Ashley, who compiled a 668-page county-by-county listing of the state's newspapers with the help of students in the 1970s. In 1988, the University of South Carolina Press published the results of Dr. Moore's research in a book entitled *South Carolina Newspapers*.

The book in turn enabled the University to apply for and receive funding to catalog and microfilm newspapers from the NEH USNP in the early 1990s. The South Carolina Newspaper Project (SCNP) ran for four years, during which time it received $397,893, and SCL's micrographics unit filmed 990,332 pages. The unit continues to film newspapers in compliance with LC preservation guidelines. It films newspaper holdings from other repositories and, in some instances, re-films papers as previously unidentified or missing issues become available. Director Dr. Allen Stokes, who managed the South Carolina Newspaper Project, regularly inspects rolls of film created in-house to ensure their quality. He will continue to play a key role in this NEH NDNP grant.

Prior Cataloging Efforts

The South Carolina Newspaper Project also provided for the cataloging of the state's newspapers. With NEH support, librarians created Machine-Readable Cataloging (MARC) records for 1,249 titles at 62 repositories throughout the state. These records were created according to Anglo-American Cataloging Rules (AACR). They are regularly edited and expanded as cataloging rules change, as titles change, as newspapers cease, and as previously unidentified issues become available. Although the University of South Carolina is not a Cooperative Online Serials (CONSER) member, CONSER officers at LC allow grant recipients the option of pursuing limited CONSER membership for NDNP-related work or allowing

one of their newspaper catalogers to edit records as necessary. The records may be accessed through WorldCat (a global database of bibliographical records), the Partnership Among South Carolina Academic Libraries (PASCAL) Delivers union catalog, and the University of South Carolina's Innovative Interfaces-based online catalog.

Digitization of Newspapers

As a pilot project, the University of South Carolina Digital Activities Center scanned and performed optical character recognition (OCR) in-house on 64 issues of *The New South (Port Royal, S.C.), 1862-1866*. They are available for full-text searching with multiple browsing options, such as browse by year or headline, through the Center's CONTENTdm license (data management software) and the web pages at: http://www.sc.edu/library/digital/collections/newsouth.html.

Through this project the Center gained a greater understanding of the challenges of full-text searching and of the presentation and metadata (especially page-level metadata) issues involved in digitizing newspapers. The Center worked with organizing the issues, making sure the pages were all there, and setting up the OCR to understand columns. However, the OCR software application failed on numerous occasions and slowed down the process. The entire project took much longer than anticipated because of the OCR. As a result, the Center realized the importance of outsourcing and gained a better understanding of how to manage time for other projects.

Even though the Center has not digitized newspaper from microfilm, it is confident that from this experience with *The New South*, the experience of the other projects discussed under the Digital Activities Center Existing Infrastructure (on page 10), and the South Caroliniana Library's experience with microfilming, it will successfully manage the digitizing of microfilmed newspapers for inclusion in Chronicling America.

Methodology and Standards

Availability of Master Microfilm

The South Caroliniana Library is the main repository for South Carolina newspapers and has access to the largest quantity of camera master negatives in the state. In 1984, the Library began storing camera masters in the vault at the South Carolina State Records Center, the storage facility for records pending their transfer to the South Carolina Department of Archives and History (SCDAH). All negatives produced since then are housed in SCDAH's microfilm vault. SCDAH will produce the silver negative copies required for the grant project. SCL retains the silver negatives and reproduction rights for newspapers it films in-house or for other repositories. However, a large collection of the Library's negatives produced during the 1950s and 1960s were transferred to Bell & Howell Company (now ProQuest Information and Learning Company) as there was not at the time a proper storage facility in the state.

SCL has two full time micrographics technicians who typically shoot two newspaper pages per image (excepting the first and last pages) with a reduction ratio of 20x or less depending on the size of the original newspaper. They shoot multiple images when working with damaged materials and in instances where movement or settling has occurred during filming. Where questions arise, they consult the *RLG Preservation Microfilming Handbook* published in 1992. They check each reel of microfilm twice in-house before sending it on to SCDAH. If they discover missing pages or other irregularities, they re-shoot the papers and include the new images at the beginning of the reel. The micrographics technicians

at SCDAH test the quality of each reel of microfilm SCL produces. If they find that the microfilm for any reason does not meet preservation standards, the technicians at SCL then will re-shoot the papers.

Selection for Digitization

A distinguished and diverse group of archivists, librarians, and scholars will become the Advisory Board and will facilitate the selection of newspaper titles for the project. The board members are as follows: John Hammond Moore, historian; Constance Schulz, history faculty member, University of South Carolina; Bobbie Donaldson, African American Studies faculty member, University of South Carolina; Harlan Greene, archivist, Avery Research Center, College of Charleston; John White, librarian and scholar, Addlestone Library's Special Collections, College of Charleston; Deborah Bloom, librarian, Richland County Public Library; and Libby Young, Librarian, Furman University.

The board will select newspaper titles that reflect the artistic, cultural, economic, ethnic, literary, political, racial, and religious history of the state of South Carolina from 1860 to 1922. They will give preference to titles that are recognized as a "paper of record" at the state or county level and that contain announcements of community news and events, legal notices, and news of state and regional governmental affairs. The board will give preference to titles that have complete or nearly complete runs, that have ceased publication or lack ownership, and that have a broad chronological time span in order to expand coverage in future phases of the NDNP.

Craig Keeney, Cataloging Librarian and Project Staff member, will supply the Advisory Board with a history of South Carolina newspapers; an index and list of newspaper titles; a timeline of major artistic, cultural, economic, ethnic, literary, political, racial, and religious history events from 1860 through 1922; and with the newspaper's community size, editorial stance, geographical coverage, political orientation of its owners and editors, and readership.

Mr. Keeney will also supply the board with: a map of South Carolina counties, cities, and towns; web sites such as Sciway.net, the largest directory of South Carolina information on the Internet; the NEH newspaper title selection criteria; a review form and instructions for ranking; and an Advisory Board roster with contact information. The board will also receive a list of questions based on the intellectual content selection criteria outlined on the NDNP web site (http://www.loc.gov/ndnp/content-selection.html). The questions are:

- Research Value --
    - Does the newspaper have statewide or regional influence?
    - Is the newspaper a source of information on ethnic, racial, political, economic, religious, or other special audiences or interest groups?
    - Is the newspaper the "paper of record" at the state or county level?

- Geographic representation --
    - Does the newspaper provide state coverage?
    - Does the newspaper provide multi-county coverage?
    - Does the newspaper provide county coverage or cover a smaller area?

- Temporal Coverage --
    - Does the newspaper provide coverage between 1860 and 1922?
    - Does the newspaper extend beyond these dates?
    - Is there a significant gap in temporal coverage?
    - Are there scattered issues, short runs, or continuous coverage over a long period of time?

The Project Staff may choose to further refine these questions to reflect several challenges involving geographical representation. Older, more heavily populated areas like Charleston, for example, have produced significantly more newspapers (approximately one hundred and sixty titles) than have more rural and isolated areas like Oconee and Pickens counties (a combined total of approximately twenty-five titles). The Advisory Board will ensure that populated and rural areas are fairly represented The second challenge involves regionalism. South Carolina only ranks 40th among states in its total area, but it contains three regions—the Low Country, the Midlands, and the Upstate—that are characterized as much by economic and political differences as by geographic ones. Mutual suspicions between South Carolinians from the elite, agrarian Low Country region and the more industry-driven Upstate region, for example, have long characterized South Carolina politics. South Carolina newspapers invariably reflect the biases of their respective regions, and the Project Staff should remind Advisory Board members of this fact.

When more than one newspaper title meets the above criteria or a majority of criteria, the Advisory Board will then consider the following refined selection criteria to aid in coming to a decision:

- Has the newspaper ceased publication and does it lack active ownership?
- Does the newspaper document a significant minority community at the state or regional level?
- Has the newspaper already been digitized in a commercial venture? (If so, then the newspaper will be excluded from the project.)

Please see Appendix A for the list of newspaper titles to be considered.

The Advisory Board will then rank their selections using the following priority scale:

- High priority for digitization: Newspaper meets all intellectual selection criteria and lack of inclusion of title would constitute a serious gap in the project. Inclusion furthers scholarship.
- High priority: Newspaper meets most intellectual selection criteria. Lack of inclusion of title would be noticed, yet other titles may suffice.
- Medium priority: Newspaper meets some intellectual selection criteria. Lack of inclusion of title may not be noticed because other titles provide similar coverage.
- Low priority: Newspaper meets few intellectual selection criteria. Inclusion of title may fill some gaps, but generally lack of inclusion would not affect scholarship.
- Not recommended: Newspaper does not meet intellectual selection criteria.

Mr. Keeney will supply the board with all of the above information in late summer 2009. The board will meet with the Project Staff in early fall to review and select newspaper titles for digitization. There will be two meetings between the Project Staff and the Advisory Board. The Project Staff will introduce the guidelines and criteria to the advisors at the first meeting and the advisors will discuss their decisions and make the final list, which will be forwarded to the Project Manager. Mindful of busy schedules, meetings will be set well in advance in a convenient mid-state location at a pre-determined time.

After the Advisory Board decides which titles best fulfill the intellectual criteria, the Project Staff will then consider the quality of the microfilm. See Work Plan (on page 13) for details on the microfilm analysis.

Digital Activities Center Existing Infrastructure

The University of South Carolina's Digital Activities Center has the existing infrastructure to create digital projects and to store almost any size project with the support of USC's University Technology Services (UTS). To date, the Center has managed the scanning of over thirty-six thousand images and has 56 collections online in a CONTENTdm database. CONTENTdm is based on open standards, such as XML and Dublin Core. Archival images are all backed-up to a mass storage area network (SAN) server at UTS. Currently, the Center is using about two terabytes of space. However, UTS is prepared to commit the estimated six terabytes of space necessary for all the files for the newspapers (See Appendix E for the letter of support). The Center is staffed with one full-time librarian, Kate Boyd, the Digital Collections Librarian, a full-time project coordinator, and up to five graduate students and part-time staff affiliated with the USC School of Library and Information Science. With the help of the Library Computing Services department and the CONTENTdm software developers, the Center's staff has customized CONTENTdm to meet challenging technology and knowledge management issues, such as large-scale batch loading of items and working on projects collaboratively across campus departments.

A Digital Activities Team assists Ms. Boyd with collection development and metadata decisions. The team consists of librarians from different campus departments, including the Newsfilm Library, Special Collections, SCL, the Library Computing Services, and the Technical Services Department, as well as a faculty member from the USC School of Library and Information Science. The Team developed the Center's metadata and scanning guidelines (http://www.sc.edu/library/digital/dacguidelines.html), which follow nationally recognized standards, set up by the Collaborative Digitization Program's Metadata Working Group. The multi-unit collaboration demonstrates the University's long-term commitment to the development of digital collections.

Working with the Digital Activities Team members from the campus libraries, the Center has produced online collections from a diverse range of original materials, including maps, negatives, photographs, books, manuscripts, and newspapers that document the history and culture of South Carolina and beyond. The staff has experience working with a variety of national standards and file formats, such as JPG2000 and PDF, and with different file structures, such as compound objects, OCR text files, and page-level metadata. The staff is responsible for creating the metadata in Microsoft Excel spreadsheets for each of the collections. Besides putting each collection into CONTENTdm, the Center creates introductory web pages for each collection, using the metadata to create different searching and browsing capabilities. The Center also includes a scope and contents note for each project.

Examples of South Carolina-related collections include:

Aerial Photographs of Columbia, SC pilot project
http://www.sc.edu/library/digital/collections/aerials/scaerialscolahome.html

Joseph E. Winter Photograph Collection
http://sc.edu/library/digital/collections/jwp/

Sanborn Fire Insurance Maps of South Carolina
http://www.sc.edu/library/digital/collections/sanborn.html

Topographical Maps of South Carolina from 1888-1975
http://www.sc.edu/library/digital/collections/topomaps.html

William Drayton Rutherford Papers
http://www.sc.edu/library/digital/collections/rutherford.html

The *Sanborn Maps* include 2,400 maps dating from 1884 to 1923, which are heavily used by urban planners, architectural historians, environmentalists, genealogists, and historians and may be browsed by city or year. The *Rutherford Papers*, a collection of letters between William Rutherford and a woman he was courting, Sallie Fair, during the Civil War, is one of a number of manuscript collections which has been made available through the creation of item-level metadata for each letter. It may be browsed by person, place, or year. *The Joseph E. Winter Photograph Collection* is an example of a large online photograph collection. It includes over four thousand photographs, negatives, and panoramic images of Columbia in the 1950s and 1960s. The *Aerial Photographs of Columbia, S.C.* is an example of a visual collection that does not have much metadata accessible online. Researchers may access map images by clicking on aerial indexes. On the other hand, the *Topographical Maps of South Carolina from 1888-1975* include a lot of metadata, and therefore may be searched by names of rivers, mountains, small towns, and geographical scale and coordinates.

Non-South Carolina digital collections include:

Isaac Rosenberg: Early Poetry and Related Documents from the Joseph Cohen Collection of World War I Literature
http://www.sc.edu/library/digital/collections/rosenberg.html

Phillis Wheatley's *Poems on Various Subjects, Religious and Moral* (London, 1773)
http://www.sc.edu/library/spcoll/wheatley/wheatleyp.html

Pages from the Past: A Legacy of Medieval Books in South Carolina Collections
http://www.pagesfromthepast.org/

All of Rosenberg's earliest works are available online; each is linked from the home page and is full-text searchable. Wheatley's book, the first published by an African-American author, is also full-text searchable. *Pages from the Past* is a consortia digital project created through the support of the South Carolina Humanities Council. It holds a representative sample of all the medieval manuscript leaves available within the state from eight different institutional archives. To create this collection, the Center worked closely with a professor in the English Department at the University of South Carolina. It may be searched by country, century, type of manuscript, or whether it is illuminated or not.

Other projects include adding video clips from the USC Newsfilm Library's Movietone News collection and objects from USC's McKissick Museum collections. Further details on the Center's infrastructure and abilities may be found in a 2006 published article by Ms. Boyd and Douglas King, Special Materials Cataloger at USC, entitled "South Carolina Goes Digital" in *OCLC Systems and Services*, volume 22, number 3 (See Appendix H).

Partner Roles and Collaboration with Digital Projects

The South Caroliniana Library and SCDAH have partnered for approximately twenty-five years to provide greater access to historic South Carolina newspapers. The work process remains the same now as it did during the South Carolina Newspaper Project. The micrographics technicians at SCL film the newspapers and check each microfilm reel before sending it on to SCDAH. The micrographics technicians at SCDAH then test the quality of each reel. If they find that the microfilm for any reason does not meet established preservation standards, the technicians at SCL must then re-shoot the papers. The camera master negatives are housed in SCDAH's microfilm vault.

The Digital Activities Center serves as a model for other state institutions in establishing their own digital activities programs and has taken a leadership role in the development of the South Carolina Digital

Library (SCDL) with the support of the State Library and PASCAL (Partnership among South Carolina Academic Libraries). PASCAL is a strategic initiative launched by South Carolina's academic libraries in conjunction with their parent institutions, state agency partners, and member institutions. One of its objectives is to provide a digital gateway to the state's culture and history by developing a collaborative statewide program that ties together academic special collections, archives, museums, public libraries, and other cultural heritage institutions. Due to state budgetary issues the University of South Carolina Libraries stepped in and took over this statewide digital initiative for PASCAL. Kate Boyd, Center Director, established a working group to oversee the SCDL project which also included College of Charleston, Clemson University and continued support by PASCAL. The State Library has given four Library Services & Technology Act (LSTA) grants to the SCDL for digital projects. One of the State Library's priority funding areas for the next five years is digitizing special collections.

The SCDL has adopted the scanning and metadata standards of the Center and used them as templates in developing recommended standards and best practices for institutions across the state. Now that three large institutions (Clemson University, College of Charleston, and the University of South Carolina) have purchased CONTENTdm, the Center has helped organize and implement the CONTENTdm multi-site server for the SCDL, which has been available since the spring of 2008. Currently, the three schools (plus Georgetown County Public Library) are connected to the multi-site server. In 2007, PASCAL received the fourth LSTA grant which has helped establish four regional scanning centers in the state and begin adding collections from smaller institutions to the SCDL. Currently, there are three pilot projects which will be added by the end of 2008: Greenville County Public Library System, Beaufort County Public Library, and USC Beaufort Library. USC Aiken Library and Richland County Public Library have also added their collections. More pilot projects are planned for the 2009 year.

If selected for funding, the digitized South Carolina newspapers will be hosted locally through a CONTENTdm license dedicated solely to newspapers. Funds for this server will be sought through an LSTA grant. Numerous institutions across the state have contacted the SCDL concerning plans to digitize their newspapers. The hope is that in the future all of these newspapers will be available online in a uniform manner.

Work Plan

Following the Library of Congress's NDNP Technical Guidelines, the newspapers will be reformatted into digital files. In order to take advantage of the latest technology in microfilm scanning and optical character recognition software, the University of South Carolina Libraries will outsource the digitizing to a vendor that has strong experience working with the LC and NEH on this program and that understands the technical guidelines well. The Project Staff will manage the critical roles of selection, preparation, metadata management, quality control, and transfer to LC.

1. Selection of Titles
The intellectual criteria for selecting newspapers are discussed above in Selection for Digitization (on page 9). All efforts will be made to deliver as complete a title run, within the prescribed date range, as possible.

- Mr. Keeney will prepare pertinent information to assist the Advisory Board members in making their decision on the titles.
- The Advisory Board will meet and decide which preliminary titles will be scanned, following the criteria laid out in the previous section.
- Mr. Keeney will write a scope and content note for each title, discussing its history and significance (500 words), following the American Chronicle General Writing Guidelines.

2. Evaluation of Microfilm
Many of the newspapers under consideration were filmed in compliance with LC preservation guidelines under the South Carolina Newspaper Project. Staff will make sure that preference is given to high quality microfilm with a reduction ratio of 20x or lower, a resolution reading pattern readable at 5.0 or higher, and a density range of no more than .20 between and within exposures. They will mark for fixing any microfilm having page curvature, gutter shadows, or out of focus pages. Any microfilm that is questionable with respect to the LC Technical Guidelines will be tested for usable optical character recognition confidence levels by the vendor to determine suitability for selection.

After inspecting the microfilm, if any titles are found to be unsuitable for digitization, the Advisory Board will then choose other titles. Once the list is finalized, staff will send the list of titles to SCDAH to duplicate from the camera master negatives. SCDAH will generate second-generation silver negatives and send them to the Digital Activities Center, which will send them to the vendor.

3. Vendor Selection
A vendor, who has already worked on NDNP projects, will be chosen through a Request for Proposal (RFP) to scan the microfilm, create the derivative files, and create some of the metadata. Institutional policies at the University of South Carolina mandate such a contract for large-scale projects. Therefore, precise details on the cost or the contract at this time are not available. Ms. Boyd has already contacted five vendors for information; four vendors returned quotes (See Appendix G). Their prices ranged from $.85 to $1.30 per page for scanning, creating the derivative files, and some metadata. For the purposes of this proposal, a mid-range price of $1.00 per page has been budgeted. All the vendors had substantial experience digitizing from microfilm and all currently working on NDNP projects. Each is confident of its ability to manage a contract with the University.

A vendor will not be chosen solely on price, however. Other factors that will be considered are:

- Ability to conform to LC Technical Guidelines for project deliverables, including derivatives and properly formatted metadata
- Prior experience in the field of microfilm digitization and OCR conversion
- Expertise in microfilm imaging, derivative file creation, and metadata creation
- Proven ability to successfully manage complex digitization workflows
- Effectiveness of quality control procedures
- Ability to produce accurate and complete deliverables on a timely basis
- Demonstrated ability to digitize samples of microfilm provided by USC and produce all output required by the LC Technical Guidelines within budget parameters
- Positive references from past clients
- Safety and security procedures to ensure that USC microfilm is protected while in their possession

4. Digitization
The vendor will scan from a clean second-generation duplicate silver negative and create the derivative files according to Appendix B of the LC Technical Guidelines. The vendor will scan the silver negatives in 8-bit grayscale between 300-400dpi, relative to the physical dimensions of the original material. An uncompressed, unprocessed, TIFF 6.0 will be created in this way for each page image on the microfilm. When there are two pages on the film, it will be split, so that there is one page per image. The scanned TIFF will be de-skewed and cropped to the page edge, if necessary.

At the beginning of each reel the vendor will scan a target, plus five additional targets throughout each reel to monitor scan quality. The targets will be purchased from a specified source recommended by the Library of Congress.

Dr. Stokes will assist the Project Staff in locating missing pages, and the staff will scan them in-house, using either an Epson Expression 10000XL PHOTO flatbed scanner or Nikon D2x digital camera, depending on the size of the newspaper. These pages will also be scanned in 8-bit grayscale between 300-400dpi relative to the physical dimensions of the original material. An uncompressed, unprocessed, TIFF 6.0 will be created in this way for each page image. The scanned TIFF will be de-skewed and cropped to the page edge, if necessary. They will then be sent on durable external hard drives to the vendor who will create the other derivative files, OCR, metadata, and validation.

The vendor will create the PDF file from the TIFF 6.0 file for each page image, following the 18 specifications outlined in Appendix B of the LC Technical Guidelines. The PDF file will have hidden text and metadata referencing the source publication, date, page number, and a file name corresponding to the correct page image.

The vendor will also create a JPEG2000 file from the TIFF 6.0 file for each page image and will have a file name corresponding to the correct page image. The specifications for the JPEG2000 will follow the 21 points laid out in Appendix B of the LC Technical Guidelines, such as the fact that the JPEG2000 will have 6 decomposition levels and 25 quality levels and will have a compression of 8:1.

5. Text Conversion or Optical Character Resolution
The vendor will perform OCR, creating a text page per image with corresponding file name. The text conversion process will produce a file with uncorrected text and word-bounding boxes zoned for column recognition, but without other segmentation, such as at the article level. The text will be in UTF-8 character set, and no graphic elements will be saved. The page images delivered to LC will correspond exactly to the dimensions, orientation, and skew of those used for the OCR. The OCR will conform to the ALTO XML schema version 1-4 or greater with additional specifications as stated in Appendix B of the LC Technical Guidelines for Applicants. If possible, the vendor will also supply confidence level data at the character, word, line, and/or page levels and point size and font data at the character or word level.

In sum, OCR files and corresponding images will be created for a total of 100,000 page images. The four digital files (TIFF, PDF, JPG2000, and text file) will have the same name with distinct file extensions.

6. Metadata
The Center and the vendor will support the LC/NEH's goal of integrating historical newspaper collections into a single searchable resource by providing access to and supporting the navigation of newspapers. They will provide coherent bibliographic, structural, and technical metadata for each newspaper and reel as outlined in Appendix A of the LC Technical Guidelines. The Project Staff will begin the process by compiling the general information and some of the optional reel metadata into a tracking database. The vendor will compile the issue and page metadata and the mandatory reel information into the same database at the time of scanning. The Bancroft Library of the University of California Berkeley has generously offered to share the database that they created, so that the Project Staff will not be starting from scratch (See Appendix E).

The structural metadata will include such information as the title, the Library of Congress Control Number (LCCN), date, issue/edition, and page. It will identify image and OCR files according to specifications in Appendices A and C of the LC Technical Guidelines. For each issue/edition structural metadata will be organized by date. For each newspaper page, the structural metadata will relate pages to title, date, and edition. It will sequence pages within issue or section and identify image and OCR files.

The Project Staff and vendor will create the following structural metadata with the following specifications:

- Create a title identifier using LCCNs normalized to MARC21 standard
- Produce a unique identifier for each issue using LCCN, Issue Date, and Edition Order
- Produce a unique identifier for each page using LCCN, Issue Date, Edition Order, and Record Sequence Number
- The Center will provide issue/edition metadata for issues/editions known to be published but not available as a digital asset, create a record for that issue/edition, and will use the Issue Present Indicator to indicate the issue/edition the record described is not available
- The Center will provide page metadata for all pages known to be published but not available as a digital asset, create a record for that page, and will use the Page Present Indicator to indicate the page the record described is not available.

The technical metadata will be created to support the functions of a trusted digital repository as designated in Appendices A, B, and C of the LC Technical Guidelines, for each newspaper page. For each microfilm reel, technical metadata concerning the quality characteristics of the film will be included.

Title-level bibliographic records and associated holdings information exist for all the newspaper titles in consideration. As previously noted, librarians at the University of South Carolina have already created AACR-compliant MARC21 records for over one thousand two hundred newspaper titles through the South Carolina Newspaper Project. Although the University of South Carolina is not a Cooperative Online Serials (CONSER) member, CONSER officers at LC allow grant recipients the option of pursuing limited CONSER membership for NDNP-related work or allowing one of their newspaper catalogers to edit records as necessary. The Cataloger will compile and update the CONSER/USNP compliant MARC21 catalog (and holdings) records. He will export the records to LC in MARC21 Communications format, and confirm holdings in the CONSER/USNP Union List prior to submitting associated digitized pages.

7. Quality Control and Validation
The project manager will communicate with the vendor on a regular basis via email and phone. She/he will also set up a wiki to keep track of questions and answers, troubleshoot deliveries, and schedule changes.

Once the vendor has completed the process of scanning and creating files and metadata for a batch of objects, it will validate the materials using LC's Digital Viewer and Validator and then send the batch via external hard drive to USC where the Center will also validate the batch through LC's Digital Viewer and Validator. The vendor and USC will validate that the:

- Master digital page image format = TIFF 6.0 uncompressed
- OCR text file with bounding-box coordinates = 1 text file per page
- PDF Image with Hidden Text = 1 PDF per page
- Derivative digital page image format = JPEG2000 (.JP2) using specified compression options,
- Metadata using Metadata Encoded Transmission Schema (METS) in accordance with guidelines in Appendices A and E of the LC Technical Guidelines and with all records combined into one dataset.

Upon receipt of the validated files, the Center will:

- Enter tracking data on deliverables to monitor workflow
- Revalidate all deliverables to assure quality
- Accept or reject deliverables from vendor
- Ensure metadata exists for required Issue Present Indicators and Page Present Indicators.

The four digital files associated directly with a newspaper page (TIFF, JP2, PDF, and OCR text files conforming to the ALTO XML schema) will use the same file identifiers with distinct file extensions.

8. Delivery
The Center will send digital deliverables to LC in a prescribed directory structure conforming to the "BagIt" specification, a hierarchical package format for transferring digital content. Specifically the Center will:

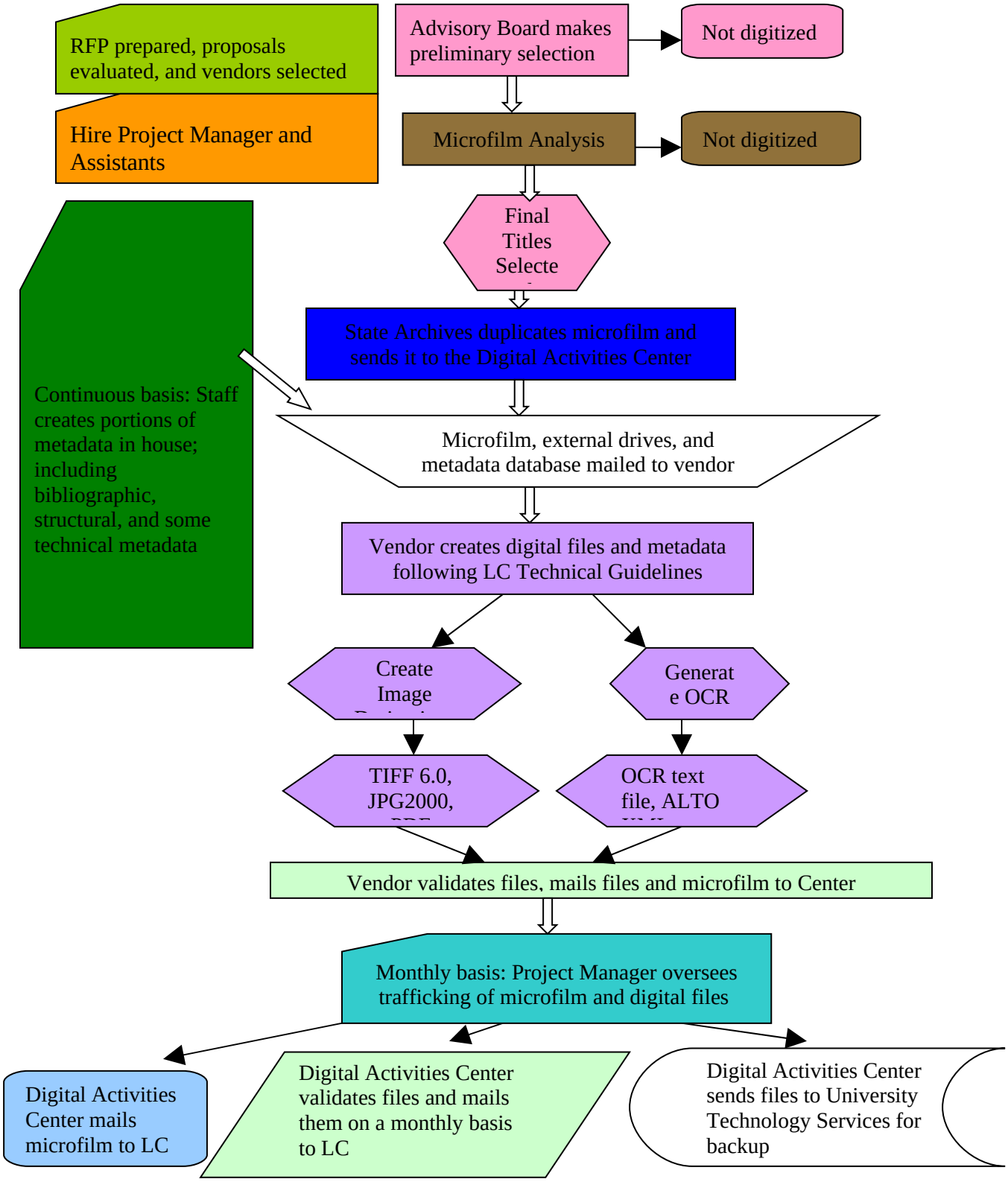
- Ship deliverables via tracked shipment of durable, firewire-enabled external 500 GB hard drives
- Send a single batch per a delivery device, a single hard drive
- Store the batch in the prescribed batch-specific directory structure, mentioned above
- Base successive sub-directories on LCCN, reel number, and issue date
- Deliver all digital assets in METS object structure according to an XML Batch template structure as per Appendix C-XML Metadata Templates of the LC Technical Guidelines for Applicants
- Aggregate and evaluate all metadata for packaging in a METS object structure and delivery to LC
- Create a XML Batch file according to the template in Appendix C of the LC Technical Guidelines for Applicants, at the top-level directory
- Deliver data to LC monthly beginning no later than spring of 2010.

The Center will also deliver to LC:

- Newspaper essays describing the scope and content of each title and its history and significance (500 words maximum per essay)
- For each microfilm reel digitized, the Center will transfer a bar-coded duplicate silver negative microfilm made from the camera master (LC to supply barcodes for all reels).

The Center will also deliver all required reporting, particularly financial records, to the NEH in a timely manner, demonstrating our prudent stewardship of NEH funds.

Process for Newspaper Selection and Digitization
*Colors correspond with Time Table on page 19



Time Table (*Colors correspond with the Process Diagram on page 18)

Description	1. J-S 09	2. O-D 09	3. J-M 10	4. A-J 10	1. J-S 10	2. O-D 10	3. J -M 11	4. A-J 11
Hire staff								
Advisory Board makes decisions								
RFP developed and vendor chosen								
Microfilm analysis preformed								
State Archives duplicates microfilm								
Production schedule decided upon								
Meetings in DC								
General, some structural and reel metadata added to database								
Scope notes written and sent to LC								
Federal cash transactions delivered								
Sample files sent to vendor								
Reports sent to NEH								
Monthly transactions of microfilm and digital files sent to and from vendor								
Files scanned, derivatives and metadata created, and validated by vendor								
Files reviewed and validated by Project Staff and mailed to LC								
Catalog records updated								
25% of total number of files sent to LC								
Complete set of second generation microfilm sent to LC								

Detailed Description of Time Table

First Quarter

July - September 2009

Start Up

- Ms. Boyd conducts a national search to recruit and hire a Project Manager and two Metadata Assistants
- Project Staff develops RFP and specifications for vendor and sends it out
- Project Staff meets with Advisory Board and reviews project guidelines and milestones
- Advisory Board decides preliminary selection of newspapers
- Dr. Stokes selects microfilm that passes the technical review
- Advisory Board confirms final list of newspapers, once the titles all pass the technical review
- State Archives duplicates microfilm and delivers to the Digital Activities Center
- Ms. Boyd and Project Manager work with LC and decide on a production schedule
- Project Manager and Mr. Keeney attend annual meeting in Washington, DC
- Metadata Assistants and Project Manager review the film, note irregularities for the vendor to be aware of, and begin entering the structural and technical metadata into the database for each title and reel

- Mr. Keeney begins writing 500 word scope notes for each newspaper title
- USC delivers first Federal Cash Transactions Report to NEH

Second Quarter

October - December 2009

Start Up

- Project Staff reviews vendor bids and decides on vendor
- State Archives finishes duplication of microfilm and finishes sending it to the Center
- Project Staff begins sending microfilm to the vendor
- Vendor begins to scan, create files, validate them, and send them to USC for review and validation

Process

- Project Manager oversees progress of project and trafficking of microfilm and digital files back and forth from vendor. Project Manager validates and reviews files and sends back any corrupted files to be fixed
- Metadata Assistants continue to review microfilm for technical quality and add necessary metadata

Deliverables to NEH and LC

- Project Manager delivers by FedEx sample files via an external hard drive to LC
- Project Manager and Ms. Boyd write first Semi-Annual report and send it to NEH/LC
- USC delivers Federal Cash Transactions Report to NEH

Third Quarter

January - March 2010

Start Up

- Mr. Keeney begins updating catalog records to include links in the local online catalog to digital newspapers in the LC directory

Process

- Project Manager oversees progress of project, trafficking of microfilm and digital files back and forth from vendor, and reviewing and validating files
- Vendor continues to scan, create files, validate them, and send them to the Center at USC
- The Center reviews and validates the digital files
- Metadata Assistants continue to review microfilm for technical quality and add necessary metadata

Deliverables to NEH and LC

- USC delivers Federal Cash Transactions Report to NEH
- Monthly delivery of digital files to LC from USC begins

Fourth Quarter

April -June 2010

Start Up

- Project Manager oversees progress of project and trafficking of microfilm and digital files back and forth from vendor on a monthly
- Vendor continues to scan, create files, validate them, and send them to the Center at USC
- The Center reviews and validates the digital files

- Metadata Assistants continue to review microfilm for technical quality and add necessary metadata

Deliverables to NEH and LC

- Monthly delivery of files to LC from USC
- 25% of total number of pages is sent to LC by this time
- Project Manager and Ms. Boyd write second Semi-Annual report and send it to NEH/LC
- USC delivers Federal Cash Transactions Report to NEH

2nd Year

July - September 2010

Process

- Project Manager and Mr. Keeney attend annual meeting in Washington, DC
- Metadata Assistant finishes reviewing microfilm for technical quality and adding necessary metadata
- Project Manager oversees progress of project and trafficking of microfilm and digital files back and forth from vendor on a monthly basis
- Vendor continues to scan, create files, validate them, and send them to the Center at USC
- The Center reviews and validates the digital files

Deliverables to NEH and LC

- Monthly delivery of files to LC from USC
- USC delivers Federal Cash Transactions Report to NEH

Second Quarter

October - December 2010

Process

- Project Manager oversees progress of project and trafficking of microfilm and digital files back and forth from vendor on a monthly basis
- Vendor continues to scan, create files, validate them, and send them to the Center at USC
- The Center reviews and validates the digital files

Deliverables to NEH and LC

- Monthly delivery of files to LC from USC
- Project Manager and Ms. Boyd write third Semi-Annual report and send it to NEH/LC
- USC delivers Federal Cash Transactions Report to NEH

Third Quarter

January – March 2011

Process

- Project Manager oversees progress of project and trafficking of microfilm and digital files back and forth from vendor on a monthly basis
- Vendor continues to scan, create files, validate them, and send them to the Center at USC
- The Center reviews and validates the digital files
- Scope note drafts are reviewed

Deliverables to NEH and LC

- Monthly delivery of files to LC from USC
- Mr. Keeney finishes updating the MARC records
- USC delivers Federal Cash Transactions Report to NEH

Fourth Quarter

April – Jun 2011

Deliverables to NEH and LC

- The Center sends complete set of second generation microfilm with technical metadata to LC
- The Center sends final scope notes to LC
- Last remaining microfilm scanned; files are returned, reviewed and validated before being sent to LC
- Ms. Boyd and Project Manager write Final Report to send to NEH/LC
- USC delivers Federal Cash Transactions Report to NEH with a Final Status Report being sent within 90 days after the completion of the project

Project Staff

Mary Horton is the University of South Carolina Libraries Director of Administrative Services. She oversees budgeting, facilities management, human resources, inventory control, security, statistical reporting, and strategic planning. She is a member of the University Libraries senior administrative team that formulates policy for the Libraries. Previously, she held several positions at Mercer University and Wake Forest University, ranging from Interlibrary Loan/Reference Librarian to Head of Government Information to Team Leader for Research and Information Services. Ms. Horton is active in local and national library professional organizations, having served in such positions as Chair of the North Carolina Library Association's Government Resources Section and as a member of the Association for College and Research Libraries Bylaws Committee. She is also a member of several national honor societies, including Phi Beta Kappa and Beta Phi Mu. Ms. Horton received her Master of Science in Library Science from the University of North Carolina-Chapel Hill and her Master of Business Administration from Mercer University in Macon, Georgia.

Ms. Horton will dedicate 5% of her time over the two years of the project assisting Kate Boyd with managing the budget.

Kate Boyd is the Digital Collections Librarian and Head of the Digital Activities Center for the University of South Carolina Libraries. She is responsible for coordinating digitization projects among library units, managing the Center, and maintaining the CONTENTdm database for the digital collections. She is also the Program Director for the South Carolina Digital Library. In this capacity, she works with four other colleagues in coordinating statewide collections, managing the CONTENTdm multi-site server and SCDL web site, and supporting and promoting the SCDL Metadata and Scanning Guidelines. She is currently in contact with 26 institutions across the state, assisting them with their plans for digital projects. For 2008, she is managing 17 digital projects at the University and another three in the state. She speaks at conferences on a regular basis within the state, most recently, on the SCDL at the American Library Association Annual Conference. To prepare for this project, Ms. Boyd attended the meta | morphosis conference at the University of Kentucky in September 2007.

Prior to her employment at USC, Ms. Boyd spent two years as a Digital Conversion Specialist at LC's American Memory project. She helped create the first international digital library, Meeting of Frontiers (http://frontiers.loc.gov). She was responsible for managing the Microsoft Access database, writing instructions for scanning microfilm, and communicating and trafficking files between LC and the University of Alaska Fairbanks. Ms. Boyd received her Master of Library and Information Science from the University of Michigan.

As the Project Administrator for the SC NDNP project, Ms. Boyd will spend 25% of her time overseeing the project and supervising the Project Manager. She will review overall workflow and project management of deliverables and will assist with the semi-annual progress reports and other duties, such as quality review, as necessary.

Project Manager for the South Carolina Digital Newspapers Program
The Project Manager will start work on September 1, 2009. The manager will hold an ALA-Accredited MLS, MLIS or MIS degree and will spend 100% of his/her time working on the SC NDNP project. The person will work closely with the other Project Staff, the Advisory Board, the State Archives, the vendor, and LC. His/her responsibilities will include reviewing microfilm for quality control, creating metadata, transporting the microfilm and hard drives to and from USC, the vendor, and LC, and reviewing the digital files. The person will also maintain the database of metadata and make sure the vendor has the information it needs throughout the project. She/he will attend the annual program meetings in Washington, DC and write semi-annual project reports. She/he will also locate, scan, and send images to the vendor for missing images.

The position will be funded from September 1st, 2009 – June 30th, 2011.

Craig Keeney, Cataloger
Craig Keeney is the Cataloger for the Published Materials Division of the South Caroliniana Library, which holds the newspapers on microfilm. He is responsible for creating and editing MARC records for audiovisual materials, maps, monographs, serials, sheet music, and sound recordings. He also provides reference assistance and collaborates with his supervisor and colleagues to establish workflow procedures. He is currently supervising a graduate assistant who is helping him process the Division's backlog of materials not yet described online. He will be responsible for updating the MARC records for the selected newspaper titles and for ensuring that they are CONSER compliant.

Prior to working as a cataloger, Mr. Keeney worked for several years as a processing archivist in the Manuscripts Division of the South Caroliniana Library. He graduated from the University of South Carolina with Master of Arts in Public History and Master of Library and Information Science.

Mr. Keeney will spend 30% of his time writing the essays, organizing materials for the Advisory Board, and updating the MARC records. He will also attend the annual meetings in Washington, DC.

Allen Stokes, Microfilm Supervisor
Allen Stokes has served the South Caroliniana Library for over 30 years, as Manuscripts Librarian and then as Director of the Library. Dr. Stokes retired in 2003 but returned in 2005 to serve as Interim Director of the Library. He was instrumental in establishing the Library's Micrographics Unit through the USNP program, and he has extensive knowledge of the Library's newspaper collection. He received his Master of History and his PhD in History, both from the University of South Carolina.

As the project's microfilm supervisor, Dr. Stokes will spend 10% of his time during the first year of the project acting as liaison with SCDAH to acquire the second generation silver negatives. He will also work closely with the advisory committee in selecting titles for digitization and will lead the work of analyzing the microfilm.

During the second year, Dr. Stokes will spend 5% of his time helping to locate missing newspaper issues and pages.

Alma Creighton, Library Computing Services

Alma Creighton has served as the Head of the Library Computing Services department for the last 10 years. Prior to coming to University Libraries she was at USC's University Technology Services (UTS) for 12 years in their Academic Services area managing university computer support, network, web support and training. Ms. Creighton received her Master of Library Science from the University of South Carolina.

She will spend 5% of her time assisting with technology and administrative issues involved in this project over the next 2 years. Her primary role during this grant will be to facilitate and administer storage services with UTS. Her department will also provide assistance in programming, hardware, software and server support as necessary. Having written and participated in the development of several RFPs in her career (recent library examples are the RFP for Integrated Library System and the RFP for Digital Access Management), Ms. Creighton will also lend her expertise to the development of the RFP for the NDNP vendor.

Metadata Assistant I
In the first year of the project, the Metadata Assistant will spend 100% of his/her time, 20 hours per week, assisting the Project Manager and Dr. Stokes with organizing the microfilm. She/he will also help with assessing the technical qualifications of the microfilm, creating the metadata, and conducting the quality review.

In the second year, the assistant will spend 20 hours per week assisting with quality review and trafficking files.

The position will be funded from September 1st, 2009 – June 30th, 2011.

Metadata Assistant II
This Metadata Assistant will spend 100% of his/her time, 20 hours per week only during the first year of the project, assisting the Project Manager and Dr. Stokes with organizing the microfilm. She/he will also help with assessing the technical qualifications, creating the metadata, and conducting the quality review.

The position will be funded from September 1st, 2009 – June 30th, 2010.

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