

**Brief Grant Proposal for New Projects  
Library Services and Technology Act FFY2012**

This form is available for download in Microsoft Word on our web site via:  
http://www.oregon.gov/OSL/LD/grantmainalt.shtml. Proposals not meeting the following conditions will be returned. The form must not exceed this cover page and two pages of proposal content. A page is defined as one side of a sheet of paper. Use 12 point Times New Roman with one inch margins. Do not alter the format of this form. The deadline for receipt of this proposal is **5:00 pm on Friday April 22, 2011. Use form Appendix D if applying for a second or third year of funding.**

**General Information**

Project Title: Oregon Women's Political History Collection Processing Project

Applicant: University of Oregon.  
University of Oregon Libraries Special Collections and University Archives.

Address: Office of Research Services and Administration, 5219 University of Oregon,  
Eugene, OR 97403-5219

Contact Person: Linda Long Phone: (541) 346-1906

Email: llong@uoregon.edu

Fiscal Agent (if different than Applicant):

Authorized by: Title:

Signature: Date:

PLEASE INDICATE THE ANTICIPATED LENGTH OF YOUR GRANT PROJECT:

(Check applicable boxes)

THIS IS THE  1<sup>st</sup> YEAR OF A  ONE YEAR GRANT PROJECT.

TWO YEAR

THREE YEAR

For projects that are anticipated to be multi-year projects be sure to include an estimate of the funds anticipated to be needed for future years in the Section 4 budget discussion and Section 5 grid.

THIS IS PRIORITY 2 OF THIS ORGANIZATION'S PROPOSALS.

This form must be received at the State Library no later than **5:00 pm on Friday, April 22, 2011. Faxed copies will not be accepted.** Mail or deliver **one copy** of your proposal to:

Library Development Services  
Oregon State Library  
250 Winter St. NE  
Salem, OR 97301-3950

*As a courtesy, the State Library asks that you email an electronic copy of your proposal, in rtf or Word format, to [ann.reed@state.or.us](mailto:ann.reed@state.or.us). This does not substitute for the signed, mailed copy.*

## **Project Proposal**

**Section 1. Provide the exact text of the single most relevant goal and high-level outcome from the *Library Services and Technology Act (LSTA) Five-Year State Plan* that will be addressed by the grant project.**

*GOAL # 5 – Using Technology to Expand Access and to Increase Efficiency*

### **High Level Outcome**

- **Access to information is enhanced through the effective use of cost-effective technologies that enable libraries of all types to share resources**

**Section 2. Describe the problem that will be addressed by the proposed grant project.**

The Oregon Women’s Political History Collection at the University of Oregon Libraries constitute a large grouping of individual manuscript collections with a common focus. These records of organizations and the personal papers of these women activists reveal their endeavors, through action and education, to achieve equal human rights for all people regardless of sex, color, race, or religion. The documents evidence as well their ongoing work during the second half of the twentieth century to promote equitable representation of women in political office at the local, state, and national levels in Oregon. The collections constitute 284 linear feet of material and contain correspondence, reports, financial papers, publications, conference proceedings, and training materials. The Oregon Women’s Political History Collections include the records of the Oregon Women’s Political Caucus, the records of Oregon NOW, and many collections of individual women, including the Gretchen Kafoury Papers, the Margie Hendrikson Papers, the Eleanor Davis Papers, and the Merry Demarest Collection. Due to budgetary restrictions, these collections have remained unprocessed and thus “hidden” from all Oregonians. This processing project will make them available, with online finding aids, to researchers and students everywhere and at all levels. It will also help to promote twentieth-century Oregon women’s history during the celebration of Oregon’s centennial of women’s suffrage in 2012.

**Section 3. Describe the proposed solution that the project will implement. Indicate the project goal, and the quantified objectives that will be used to measure whether the goal is accomplished. Describe briefly the activities that will be undertaken to meet each objective.**

### **Project Goal:**

The project’s primary goal is to make available for research and instruction these papers and records of women active in the women’s rights movement for equality in Oregon during the second half of the twentieth century. This grant will allow University of Oregon Special Collections and University Archives staff to process these collections; create USMARC catalog records in OCLC’s WorldCat; and encode finding aids and load them into Northwest Digital Archives (NWDA), where they will be accessible to all Oregonians and to researchers worldwide. Entries in Wikipedia will also be created for each person and organization represented by these collections. Finally, a web page will be created to highlight the collections and provide links to the online finding aids.

**Objective 1:** Collections will be sorted and arranged according to national archival standards and to minimal processing standards known as “MPLP” (More Product, Less Process). This will include refolding contents into acid-free folders and rehousing into acid-free boxes. In order to

increase processing efficiency, however, paperclips and staples will not be removed, and papers will be shifted only minimally.

**Objective 2:** Collections will be preserved in archival acid-free folders and boxes.

**Objective 4:** Each collection will be cataloged in OCLC’s WorldCat.

**Objective 3:** Individual finding aids will be written for each collection in EAD (Encoded Archival Description) and loaded into the Northwest Digital Archives (NWDA) regional database, where they will be searchable worldwide. The finding aids will include narrative text such as biographical/historical sketches, collection content description, and box and folder listings.

**Objective 5:** Selected manuscripts will be scanned and made available on the UO Libraries’ Digital Collections database.

**Objective 6:** A web page “subject guide” describing the whole of the Oregon Women’s Political History Collections will be created within the UO Libraries’ Special Collections and University Archives website, with links to the online finding aids in NWDA.

Section 4. Provide specifics about the project budget.

<b>Supplies</b>						
Storage boxes	236	x \$4.45 per box	\$1,051			
Folders	15,000	150 boxes x \$26.30	\$3,945			
Stamps/labels			\$338			
<b>Subtotal:</b>						<b>\$5,334</b>
<b>Student Wages</b>					<b>OPE Rate 5%</b>	
Lead	\$12/h	800 hours	\$9,600	\$480		
Stud. asst 1	\$9/h	400 hours	\$3,600	\$180		
Stud. asst 2	\$9/h	400 hours	\$3,600	\$180		
<b>Subtotal</b>						<b>\$17,640</b>
<b>Project Manager (in-kind contribution)</b>					<b>OPE Rate 50%</b>	
Faculty salary	\$56,420	.25 FTE	\$14,105	\$7,052		
<b>Subtotal</b>						<b>\$21,157</b>

Section 5. Proposed project budget summary

Item	Local Cash	Local In-kind	LSTA	Total
Personnel		\$14,105	\$16,800	\$30,905
Benefits		\$7,052	\$840	\$7,892
Travel	\$0		\$0	\$0
Equipment	\$0		\$0	\$0
Supplies			\$5,334	\$5,334
Contractual				\$0
Library Materials				\$0
<b>Total Direct Charges</b>	<b>\$0</b>	<b>\$21,157</b>	<b>\$22,974</b>	<b>\$44,131</b>
<i>Indirect Charges</i>	\$0	\$0	\$1,378	\$1,378
<b>Total Budget</b>	<b>\$0</b>	<b>\$21,157</b>	<b>\$24,352</b>	<b>\$45,509</b>