

Parkland College

SPARK: Scholarship at Parkland

2022 ISHRAB Grant Materials

The Prospectus

3-2022

2022 ISHRAB Historical Records Grant Application Package

Amanda Avery
Parkland College

Kati Haskins
Parkland College

Follow this and additional works at: https://spark.parkland.edu/ishrab_grant_2022

Recommended Citation

Avery, Amanda and Haskins, Kati, "2022 ISHRAB Historical Records Grant Application Package" (2022).
2022 ISHRAB Grant Materials. 1.
https://spark.parkland.edu/ishrab_grant_2022/1

Open access to this Essay is brought to you by Parkland College's institutional repository, [SPARK: Scholarship at Parkland](#). For more information, please contact spark@parkland.edu.

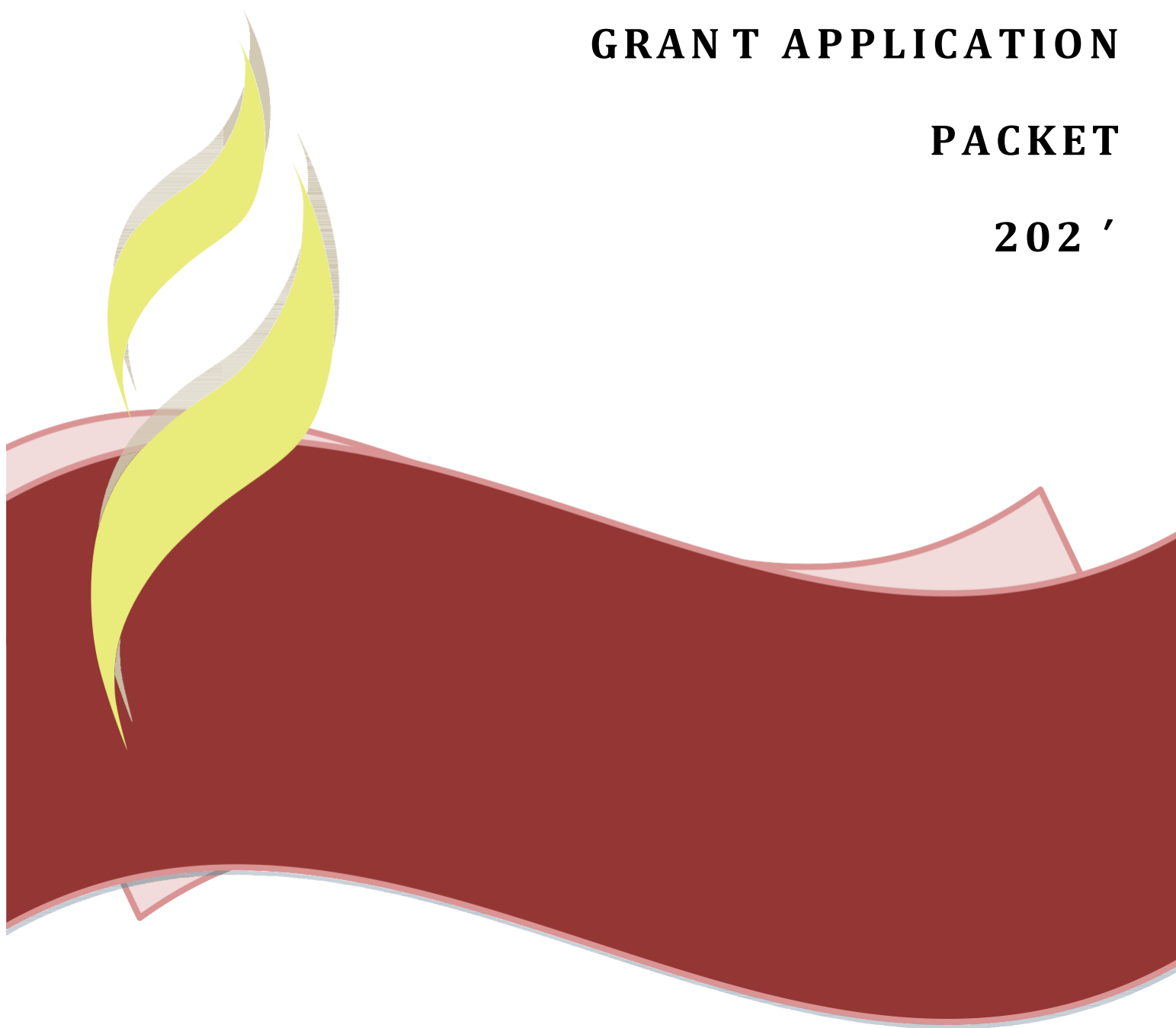
ISHRAB

HISTORICAL RECORDS

GRANT APPLICATION

PACKET

2021



Illinois State Historical Records Advisory Board

**Please consult the full grant guidelines and instructions
prior to completing this application packet:**

ilsos.gov/departments/archives/ISHRAB/grants.html

**In addition to a completed application packet,
supplementary materials are encouraged.**

**Illinois State Historical Records Advisory Board
c/o Illinois State Archives
M.C. Norton Building
Springfield, IL 62756
217-782-3492
djoens@ilsos.gov**

Illinois Historical Records Grant Application

Organization

Name: Parkland College
Address: 2400 W Bradley Ave
City/ZIP: Champaign, 61821

Project Director

Name/Title: Amanda Avery, Information Librarian
Address: 2400 W Bradley Ave
City/ZIP: Champaign, 61821
Phone: 217-373-3839
Email: AAvery@parkland.edu

Description of Grant Project

Title of project: Digitizing The Prospectus: Saving Parkland College's Student Newspaper
Starting date: July 1, 2022 Ending date: June 30, 2023

Summary Statement: Briefly summarize the nature and purpose of the project you propose for funding. State the programmatic and financial need.

The Parkland College Learning Commons is requesting grant funds to inventory, digitize, preserve, and increase accessibility to the Parkland College student newspaper, The Prospectus.

Funding Required for Project

Grant funds 5000 Matching funds 5947 Total cost 10947

Authorizing Official

Signature: _____
Name/Title: _____
Address: _____
City/ZIP: _____
Phone: _____
Fax: _____
Email: _____

Submitting organization's FEIN #: _____
Submitting organization's DUNS #: _____

Send the completed application package to:

**ISHRAB Grant Program
c/o Illinois State Archives
M.C. Norton Building
Springfield, IL 62756**

ORGANIZATION NARRATIVE

Describe your organization. Include the following: date of establishment; the size of your facility (in square feet); the size and composition of your staff (number of staff, full-time, part-time, volunteer, paid); hours of operation; indicate your annual budget and sources of funding; audience/patron base/users.

Parkland College is a fully accredited, public community college serving parts of 12 counties in East Central Illinois (District 505). With a current annual enrollment of more than 13,000 students, Parkland has served more than 335,000 total students since its inception in 1967. Nearly a quarter of all graduating high school students in district 505 go on to attend Parkland, while over 20% of the Parkland student body comes from outside district 505. Parkland offers over 100 associate degree and certificate programs and has an average student-faculty ratio of 16:1.

With a mission to engage the community in learning, Parkland is a center for educational opportunity and community enrichment in East Central Illinois and has earned a national reputation for its excellent academic standards and innovative programs. In addition to its educational opportunities, Parkland serves the broader community with public programming through its art gallery, radio station, television station, planetarium, and theater productions.

The Parkland College Library was established with the College in 1967, and in 2021 was combined with academic support services and instructional technologies to form the Parkland College Learning Commons. The Learning Commons serves Parkland students, faculty, staff, alumni, and community patrons Monday through Thursday 7:30 am – 7:00 pm and Friday 7:30 am – 5:00 pm. Members of the library services team consist of the Associate Dean, three full-time faculty librarians, three part-time faculty librarians, three full-time support staff, one part-time support staff, and several student employees. The College Archives is a unit within the Learning Commons that is managed by two part-time faculty librarians; there is not a dedicated archivist for this role. The annual budget for library services is \$1.7 million with approximately \$1.5 million from college allotted funding and \$170,000 from grant funding. This budget is shared with the archives for purchasing supplies.

Describe your holdings. Include the following: subject, types/formats of records, date span; total volume (in cubic feet); physical conditions in which your collections are held (climate control, etc.); accessibility of the historical records or collections to the public; indicate whether a fee is charged for the use of your collection and, if so, why?

Established in 1972 by Parkland's first president, the Parkland College Archives is dedicated to preserving, promoting, and making accessible records of enduring value relating to the College's history and administration. Among its collections are approximately 310 cubic feet of correspondence, legal documents, newspapers, and budgets, as well as blueprints, sketches, photographs, audio and audiovisual tapes, memorabilia, and other materials. Although the collection currently consists of mostly physical documents and objects, librarians are working to expand digital collections, including digitally preserving at-risk materials with important historical relevance.

Collections are kept in a dedicated, locked space comprising approximately 99 square feet, which is not individually climate controlled or environmentally monitored. Archival materials are free to be used by the public by appointment.

PROJECT NARRATIVE

Project Description: Expanding upon your Summary Statement, describe the project and how it will be executed. Be specific on what the project entails. For example, state if it applies to planning, refolding, deacidifying, encapsulating, organizing and describing, creating an online finding aid, and/or digitizing documents. If specific equipment is being purchased to complete the project, explain why you are selecting the equipment noted in the budget.

The librarians at Parkland College are planning a project to digitize issues of The Prospectus, Parkland's student newspaper, from 1968 to 2010 for increased accessibility to the content and improved protection of the more fragile issues. Beginning in 2011, The Prospectus was created digitally before printing, which allows these issues to be excluded from this project. Digitization of the paper will be done by the vendor Apex CoVantage, and the digitized images will be added to Parkland's institutional repository, SPARK, and shared with the Illinois Digital Newspaper Collections (IDNC) for preservation and increased accessibility.

In the initial phase of the project, a thorough inventory of the collection, which is arranged in chronological order, will be done to note any gaps in content and any preservation concerns. Once the collection is inventoried, the librarians will work to rehouse materials into appropriately sized boxes to prepare them for shipping. The Project Director has created a timeline and budget for shipping, digitizing, and creating metadata for each issue of the newspaper by working with Apex CoVantage. While digitization is underway, the librarians will work to dedicate storage space in SPARK for the digitized materials and order supplies for improved long-term housing of the collection.

Once issues have been digitized and returned to the archives, librarians will perform a short inventory to check for missing issues or damage during shipping. Before the issues are added back into the collection, librarians will folder the most at-risk issues of the newspaper and rehouse the complete collection in appropriately sized boxes to reduce the risk of damage when moved. A complete electronic finding aid will be created and shared with the public on the College Archives website along with a link to the digital collection hosted by the digitized collection on SPARK and the IDNC to encourage discovery and use by archives patrons. With digitized copies on an external hard drive, in SPARK, and in the IDNC, Parkland will be adhering to the current digital preservation guidelines of having diverse storage methods for a digital collection in multiple locations. This method ensures the longevity of digital collections by allowing damaged files in one location to be replaced by a complete file from another.

Significance: Proposals must explain the significance of the records and why they have been identified as needing an online presence. *What is the historical significance of the materials involved? What makes this collection unique? Does the information content of your records exist elsewhere or in another format? What is the physical condition of the historical records that the grant will address? Who will use the records? Have they been used in the past and, if so, how? What significance do these records have beyond your institution, community, etc.?*

The Prospectus serves as a primary account of historical events and decisions made at Parkland College by administration, faculty, staff, and students at the College. The student-run newspaper printed its first issue in December 1968, shortly after the college held its first classes, and had been continuously printing until Spring 2020 when the college was moved to remote services due to the COVID-19 pandemic. A decision was made by The Prospectus staff to only publish content online at www.prospectusnews.com going forward. A subscription to the web archiving service, Archive-it, has been purchased to actively continue preserving content published by the paper.

Parkland's mission is to be an integral part of the community it serves, and The Prospectus is often the bridge between the two, sharing information about decisions affecting the community as well as events taking place through public programming. While The Prospectus serves its community by recording current news and events, what makes it unique is its mission to provide a space for students to "further develop their writing skills, photography, communication, time management, and critical thinking skills while producing a quality, trusted source of news for Parkland-goers" (<https://www.prospectusnews.com/about-contact/>). The content of the newspaper is chosen, written, and edited by the students, thereby allowing readers a glimpse into the diverse voices and unique perspectives that comprise Parkland College's student body.

The collection of The Prospectus in the Parkland College Archives is the only known collection of this newspaper. After a brief evaluation of the papers, it was noted that the first year of issues are becoming brittle and discolored due to aging and lack of proper climate control. Librarians in the past have worked to preserve the newspaper by digitizing issues from 1968 to 1996 on microfilm, but this still limits accessibility to the rich history recorded in the paper. The Associate Dean and librarians determined it would be best to digitize all issues that were not born digital and put together a plan to ensure the accessibility of the newspaper for years to come. The Prospectus collection is used by faculty, staff, students, and community members to search for proof of an event, evidence of human behaviors, shining moments to include in a celebration, or just to remember their days spent at Parkland. Digitizing and sharing The Prospectus will allow more patrons to embrace these moments without fear of harming the collections or the inconvenience of on-site appointments.

Outcome: *What are the results and/or products to be generated/accomplished by this project? (e.g. By the end of the grant period we expect to have scan 1,000 photographs and make them available on our website.) What is your organization's ability to implement the project and the project's results? How will the public be able to use your project?*

Funding through the Illinois State Historical Records Advisory Board (ISHRAB) Historical Records Grant Program will allow more issues to be digitized at one time than originally planned, as well as procure more funding from the college to dedicate the time and resources needed to improve the preservation of the collection, both digitally and physically. The Prospectus collection contains 1,153 issues that were not created electronically, 732 of which have been microfilmed. All of these will be digitized by the end of the grant period. Digitization of The Prospectus will protect the physical items of the collection from use and preserve them for many years to come while allowing increased access and use of the collection for patrons locally and at a distance.

Once the physical and digitized versions are returned to Parkland from the vendor, Apex Covantage, the digitized images and metadata will be submitted to the Illinois Digital Newspaper Collections (IDNC) for inclusion in the Collegiate Chronicle collection. The born-digital issues from 2011 to 2020 have already been submitted and will be added to the collection by the end of March 2022. Grant funding will also allow the complete digitized collection to be included in Parkland's institutional repository, SPARK, for future historical research and increased accessibility to our students, faculty, staff, and community members.

Parkland College has a long history of successfully using grant funds to support the missions of the college and library. Due to its extensive network of departments and experienced personnel that manage all grant activities, Parkland has an impeccable record of grant management and project success. The librarians overseeing The Prospectus digitization project plan to build on this history of success and utilize their training in archives management to ensure the project runs efficiently and effectively.

Plan of Work & Timeline: The work plan must be focused, clearly defined and achievable and the timeline must be realistic. The Board strongly suggests doing a test run, if possible, prior to applying in order to build a realistic timeline. If a test run is not possible, consider reaching out to another organization who has done a similar project for advice. If possible, include a workflow or calendar in a supplement to illustrate the timeline and steps. For digital projects, include digital capture and/or descriptive standards to be utilized. *What actions, activities or steps will you take during your project? When and in what order will they be undertaken?*

The primary objectives for this project are to inventory, digitize, preserve, and increase accessibility of the complete collection of The Prospectus newspaper. Immediately after grant funding is accepted in July 2022, the librarians will create a spreadsheet to record the inventory of the newspaper issues and the condition of each issue. This will be used to note any gaps in the collection and any pressing preservation needs. Once the preservation issues are known, the librarians will purchase the necessary supplies to rehouse the collection after digitization as well as the external hard drive needed to hold the digital collection. Materials to be digitized will be prepped and ready to ship in September 2022. Apex CoVantage estimated the digitization process would be completed after 3 months and the newspaper, microfilm and external hard drive would be returned to us. Once Parkland receives the materials, an inventory will be done to review the condition of the papers noting if any new damage from transportation. The physical papers will be rehoused in appropriately sized boxes and folders and all materials will be returned to their original locations. During this time, a progress report will be shared with the Illinois State Historical Records Advisory Board.

The digital files will be checked for quality of the image and metadata and prepped for uploading into SPARK, Parklands institutional repository. Copies of the files will be shared for addition into the Illinois Digital Newspaper Collection. A practicum student from the University of Illinois Urbana-Champaign Library and Information Science program will be hired in Fall 2022 to assist with this project and will begin the project in January 2023. This student will upload the approximately 12,000 digital images of The Prospectus to SPARK along with any additional metadata. During this time, a digital finding aid will be created and the URLs for the new digital collection will be included. At the end of this grant period, a final progress report will be shared with the Illinois State Historical Records Advisory Board. Please review the plan of work and timeline in the supplemental materials for a more in-depth explanation of events.

Personnel: Identify the members of the project staff and provide a brief summary of these individuals' qualifications and their role in the project. Attach résumés as supplemental materials. If a specific consultant or service will be used, describe their qualifications and include a copy of the proposal in your supplementary material. *If you plan to hire someone (project archivist, consultant, etc.), what specifically will that person or service do for the project (subjects on which advice is sought, specific tasks to be performed)?*

Two part-time librarians, Amanda Avery and Kati Haskins, will implement and complete this project along with the assistance of a University of Illinois Urbana-Champaign (UIUC) Library and Information Science program student; a vendor, Apex CoVantage; and the UIUC Digital Reformatting Coordinator, Will Schlaack, who is responsible for the management of the Illinois Digital Newspaper Collections (IDNC). Roles and qualifications of the Parkland librarians are as follows:

Amanda Avery has been an Information Librarian and the College Archivist for Parkland College since July 2021. Mrs. Avery graduated with a Master of Science in Library and Information Science from the University of Illinois Urbana-Champaign in May 2019 focusing her studies on archives and museums. During graduate school, she volunteered at the Spurlock Museum, Krannert Art Museum, and Champaign County Historical Archives to gain experience with processing and caring for diverse collections. After graduation, she went on to intern with the Rock and Roll Hall of Fame Library and Archives organizing, describing, and assigning metadata to digitized and born-digital audiovisual materials. Mrs. Avery is the project director and will communicate with the vendor and IDNC throughout the entirety of the project, order materials, set up storage for the digitized collections, and train the practicum student.

Kati Haskins has been an Information Librarian at Parkland College since October 2021. She graduated with a Master of Science in Library and Information Science from the University of Illinois Urbana-Champaign in May 2020. While there, she concentrated her studies in archives administration and managed the initial stages of a National Historical Publications and Records Commission (NHPRC) grant to process and rehouse the Woodward Advertising Collection in the University's Main Library. A portion of the grant funds will be used to give Ms. Haskins additional hours to inventory the collection, assess the condition of the materials, prepare the materials for shipping, and create the digital finding aid for the collection.

A UIUC Library and Information Science program student will be hired for a paid practicum in the Spring 2023 semester to assist Mrs. Avery and Ms. Haskins with adding the digitized newspaper files and metadata to SPARK, Parkland's institutional repository. Parkland librarians will hold interviews with students in Fall 2022 to determine the best candidate for the project.

Apex CoVantage has been providing many technology services to libraries, publishers, and owners of large content collections for around 30 years. They began serving libraries as the National Digital Newspaper Program (NDNP) solutions provider in 2005, shortly after the National Endowment for the Humanities and the Library of Congress embarked on a mission to digitize the nation's newspapers. Apex CoVantage works to make newspaper's text digitally searchable and publicly accessible.

The Illinois Digital Newspaper Collections (IDNC) is a donor and grant funded project through the UIUC University Library Preservation Services Unit with the goal of preserving the heritage of Illinois through the digitization of its newspapers. The IDNC has five overall collections available for searching: Illinois Newspapers; Farm, Field and Fireside (farm newspapers); American Popular Entertainment (vaudeville newspapers); Collegiate Chronicle (student newspapers); and Black Newspapers. There are currently 182 newspapers in this collection. Will Schlaack is the Digital Reformatting Coordinator at UIUC and is responsible for the management of the IDNC.

Sustainability: *How will the results of the grant be sustained (maintained, supported) after the grant ends? How will you build on the project accomplishments in terms of ongoing work or funding? What long-term benefits will be derived? For digital projects, how will they be preserved for the long-term? (e.g. Master scans will be housed on our internal server, which is backed up nightly and copies will be stored on an external hard drive in an offsite location.)*

The digital copies of The Prospectus will be added to the Illinois Digital Newspaper Collections (IDNC), which is maintained by the Preservation Reformatting division of the Preservation Services Unit in the University of Illinois Urbana-Champaign (UIUC) University Library. The members of this division “work to provide preservation and access for a wide range of collections materials including newspapers, monographs, and microforms, and materials deemed brittle and/or damaged” (<https://www.library.illinois.edu/preservation/preservation-reformatting/>). The UIUC Preservation Reformatting staff will maintain the digital versions of this newspaper in their care through Medusa, a digital preservation repository created and maintained by UIUC, and ensure accessibility to the unique information contained in the newspaper for years to come.

In addition, Parkland College Archives will follow industry best practices for storing digital images and metadata by including the digital copies of The Prospectus in their institutional repository, SPARK. SPARK allows Parkland faculty, staff, and students to make information and content created by them publicly accessible for educational purposes and academic research. SPARK is hosted by Digital Commons who also provides preservation services through Amazon Web Services.

The work done on this project to set up digital archives with storage and maintenance that abides by industry digital preservation standards will be expanded to include other digital files in the Parkland College Archives collection. The archives collection currently holds digital files of Board of Trustees meeting minutes, student works, policies and procedures, photos as well as files on CD-ROMs and other digital storage devices. The long-term goal of the archives team is to consolidate digital files into one location and establish routines to monitor and care for them according to industry standards.

Additionally, this project will create a workflow to digitize other collections that have significant historical value to the college and the community. Such collections could include photographs of events, such as the groundbreaking ceremony, concerts held at the college, and student activities; posters for programs hosted by the Parkland theatre, planetarium, radio and television stations; founding documents; and more.

Evaluation: *How will the effectiveness of the project be evaluated? How will you measure success? How will this grant change or improve access and use of your collection? If applicable, how many cubic feet of records will be preserved and made accessible for public use? If applicable, how many digital facsimiles will be made available for public use?*

Upon completion of the Historical Records Grant, 1,153 issues of The Prospectus will be digitized and made available to the public in addition to the 173 born-digital issues already submitted to the Illinois Digital Newspaper Collections (IDNC). This amounts to just over 6 cubic feet of physical documents and approximately 14,000 pages of Parkland College history made openly available to the public.

The University of Illinois Urbana-Champaign Preservation Reformatting division measures use of the IDNC through Google Analytics. This software can be used for specific titles in the collection, and the data will be shared with the librarian overseeing the Parkland College Archives to measure success.

Digital Commons also provides a monthly Readership Snapshot for SPARK, which highlights collections that have been accessed most by virtual patrons and provides a breakdown of readership totals. These statistics can be utilized to monitor use of The Prospectus collection after it is made available.

Success would also look like increased use of the Parkland Archives collection. If a patron is using The Prospectus for research, it will lead them to inquire about other items in the Parkland Archives collection relating to their research. Librarians would also measure success through additions to the archives collection. This project will increase visibility and awareness of the archives and the care taken for its collections, which will hopefully spur an influx of donations from Parkland-affiliated persons and community patrons alike.

Promotion: *How will you publicize the grant awards and the project results within and outside of your community?*

If the Parkland College is awarded the Historical Records Grant, the news would be published on the Parkland College Learning Commons social media page as well as the archives website. Additionally, an article about the award and the archives goals would be written and published on The Prospectus website.

Budget Form

Complete the Budget Form providing details of how you arrived at the amounts shown. **Figures should be given in whole dollar amounts** (for example, \$1,050).

Personnel and Salaries (Be sure to include your method for calculating salary in the budget narrative.)

Item	Grant Funds	Cost Sharing	TOTAL
Kati Haskins wages	\$	\$ 1,099.00	\$ 1,099.00
Practicum student wages	\$	\$ 1,500.00	\$ 1,500.00
	\$	\$	\$ 0.00
	\$	\$	\$ 0.00
SUBTOTALS	\$ 0.00	\$ 2,599.00	\$ 2,599.00

Travel Expenses

Item	Grant Funds	Cost Sharing	TOTAL
	\$	\$	\$ 0.00
	\$	\$	\$ 0.00
	\$	\$	\$ 0.00
	\$	\$	\$ 0.00
SUBTOTALS	\$ 0.00	\$ 0.00	\$ 0.00

Consultant Fees

Item	Grant Funds	Cost Sharing	TOTAL
	\$	\$	\$ 0.00
	\$	\$	\$ 0.00
	\$	\$	\$ 0.00
	\$	\$	\$ 0.00
SUBTOTALS	\$ 0.00	\$ 0.00	\$ 0.00

Supplies (Be sure to include in the budget narrative a detailed description, amount and possible vendor for purchases listed below.)

Item	Grant Funds	Cost Sharing	TOTAL
Archival Newspaper Boxes	\$	\$ 360.00	\$ 360.00
Archival File Folders (10-pack)	\$	\$ 174.00	\$ 174.00
WD 3TB portable external hard drive	\$	\$ 103.00	\$ 103.00
SUBTOTALS	\$ 0.00	\$ 637.00	\$ 637.00

Equipment (Be sure to include in the budget narrative a detailed description, amount and possible vendor for purchases listed below.)

Item	Grant Funds	Cost Sharing	TOTAL
	\$	\$	\$ 0.00
	\$	\$	\$ 0.00
	\$	\$	\$ 0.00
SUBTOTALS	\$ 0.00	\$ 0.00	\$ 0.00

Services

Item	Grant Funds	Cost Sharing	TOTAL
Apex CoVantage payment for services	\$ 5,000.00	\$ 2,611.00	\$ 7,611.00
Shipping	\$	\$ 100.00	\$ 100.00
	\$	\$	\$ 0.00
SUBTOTALS	\$ 5,000.00	\$ 2,711.00	\$ 7,711.00

Summary Budget

Item	Grant Funds	Cost Sharing	TOTAL
Personnel and Salaries	\$ 0.00	\$ 2,599.00	\$ 2,599.00
Travel Expenses	\$ 0.00	\$ 0.00	\$ 0.00
Consultant Fees	\$ 0.00	\$ 0.00	\$ 0.00
Supplies	\$ 0.00	\$ 637.00	\$ 637.00
Equipment	\$ 0.00	\$ 0.00	\$ 0.00
Services	\$ 5,000.00	\$ 2,711.00	\$ 7,711.00
TOTALS	\$ 5,000.00	\$ 5,947.00	\$ 10,947.00

Total Project Costs

Requested Grant Funds		Cost Sharing		Total Project Costs
\$ 5,000.00	+	\$ 5,947.00	=	\$ 10,947.00

If you do not receive full funding, will you accept partial funding and still complete the project?

Yes

No

BUDGET NARRATIVE

Use the budget narrative to provide more detail and to justify the cost assumptions for each line item in the budget form. All of the items listed, whether supported by grant funds or your cost share contributions, must be reasonable and necessary to accomplish project objectives. All costs must be incurred during the grant period.

To accomplish the goals of digitizing and preserving The Prospectus, Parkland College's student newspaper, Parkland will dedicate \$5,950 to match, in-kind and in cash, the funds provided by the Historical Records Grant. The match funds will be spent in-kind through additional wages for one part-time librarian and providing a paid practicum for a University of Illinois Urbana-Champaign Library and Information Science program student, as well as through the purchase of supplies for the project. Additionally, the college will match grant funds with cash to provide the full payment of services to the vendor, Apex CoVantage, for digitization and metadata services.

Kati Haskins, a Parkland librarian, will add a total of 40 additional hours to her normal schedule throughout the grant period to assist with the inventory of The Prospectus newspaper, assessing the condition of the papers, preparing them for shipping, and evaluating their condition upon return. She will also assist supervising the practicum student while digital files of the newspaper are uploaded into SPARK, Parkland's institutional repository. Ms. Haskins will be paid \$27.47 per hour in fiscal year 2023, totaling a contribution of \$1,099 for her wages from Parkland.

Parkland College has also approved hiring a Library and Information Science program student for a practicum to assist with the addition of digitized copies of The Prospectus and relating metadata to SPARK. Practicum students are required to work 100 hours during the chosen semester. Parkland has agreed to pay \$15 per hour for a practicum student to work on this project since the student will have skills relating to the project due to their studies in the Library and Information Science program. This wage will be used for an in-kind match of \$1,500 to grant funds provided. This practicum student will be responsible for uploading approximately 12,000 images to the repository, creating summaries for each issue, and adding the necessary metadata following Library of Congress' National Digital Newspaper Program (NDNP) standards.

Parkland realizes the necessity of storing collections in appropriate housing and has agreed to match grant funds in-kind through purchasing supplies for the project. The Prospectus newspaper collection is currently housed in boxes that are oversized and allow for excess movement of the items when removed from the shelf for viewing. This could cause irreversible damage to the newspapers over time and loss of unique information. This is especially concerning for the earliest newspapers as they are already in fragile condition. Appropriately sized boxes will allow for minimal movement while transporting collections to and from the shelves. The librarians have considered archival standards for storing newspaper collections and chose acid-free, barrier board materials for the boxes and have selected ones with a drop-front for ease of access to the newspapers. Acid-free folders are also requested to give the most fragile papers extra support and protection. The librarians are seeking to purchase 16 acid-free, barrier board, drop-front newspaper boxes averaging \$23 per box and five packs of acid-free oversized newspaper file folders at \$35 per pack from Gaylord Archival, totaling \$575.

Additionally, Parkland will use the in-kind grant matching funds to purchase a 3 TB external hard drive for approximately \$103 to send along with the newspapers to the vendor, Apex CoVantage, for storage of the digital files created as a result of digitizing the papers. This hard drive will be returned to Parkland with the newspapers once the project is complete. Lastly, approximately \$100 of the in-kind match allowance from Parkland will be spent on shipping the materials to the vendor to be digitized.

The Parkland College Learning Commons is requesting \$5,000 of grant funds from the Historical Records Grant to assist with payment of services to Apex CoVantage, which totals \$7,611. Parkland College has agreed to match the rest of the grant funds in cash to cover the leftover balance of \$2,610 for the project. A letter from Apex CoVantage representative, Joel Mills, has been attached outlining services provided and payment required for those services. To digitize the microfilm and convert the images to follow NDNP standards, project expenses total \$3,191. The same services for the physical collection of The Prospectus will total an additional \$4,420.

In addition to a completed application packet, supplementary materials are encouraged and may include the following:

- Résumés of all named staff members (no more than two pages per staff member).
- Position descriptions for staff to be hired with grant funds.
- Detailed work plan charts that supplement the narrative.
- Institution's preservation plan for digital materials.
- Cost estimates from outside vendors.
- Samples from existing finding aid(s) or indexes for selected materials.
- Letters of support.
- Statements of commitment to the project by partners.