



## 1. PROJECT SUMMARY

Applicant institution/organization:	Barkerville Historic Town & Park		
Legal name of parent organization (if applicable):			
Contact information for official correspondence:	<div></div>		
Project title:	Barkerville, BC Historic Maps Digitization Project		
Project start (YYYY/MM/DD):	2021/10/01	Project end (YYYY/MM/DD):	2021/04/01
Funding requested:	\$13,835	Total project cost:	\$27,670
Contact information of project manager:	<div></div>		

The BCHDP Instructions and Guidelines 2021-2022 (updated annually) explain each section of the application form, offer examples and give good indicators on how each application is adjudicated. It is highly recommended that applicants consult this resource.

Please only apply for one project per application. Institutions submitting more than one application should rank their submissions in order of priority.

#### **Affirmation**

tion in this application is accurate and complete and the project proposal, including activities and budgets, are fairly

ces of project funding by **January 30, 2021**.

provided, any deviation from expenditures included in the project proposal will require prior written approval of the Irving K.

ls to be digitized with Program funds are either in the public domain, or that **all necessary copyright permissions to make the been secured**.

d material created through this project will be **fully and freely** available on the web except in extenuating circumstances

wledge funding and assistance provided by the Irving K. Barber Learning Centre and to submit a final report on or before **April** a detailed financial accounting of the activities funded by the Learning Centre.

---

nt): \_\_\_\_\_

---

	Response
<b>2.01</b> Give a summary of the project (maximum of 100 words).	The <i>Barkerville, BC Historic Maps Digitization project</i> will digitize the first 2000 of over 5000 maps, posters, architectural drawings, blueprints, and other historically significant artefacts in Barkerville's archives, spanning over 150 years. The funding requested is specifically aimed toward completing this initial phase over a 6-month period, prioritizing maps of particular historical significance and interest.
<b>2.02</b> Explain the <b>significance and impact</b> of the proposed project and the content to be digitized.	This project will provide access to information that contributes to a better understanding of the story of the formation of British Columbia. Many of the maps provide comprehensive context to the Cariboo Goldfields; still, the entire province and beyond is also represented, as the entire Gold Rush Trail- from beyond New Westminster and Fort Victoria, through historic BC places such as Hope, Yale, Lillooet, Lytton and Boston Bar, as well, as are other locations abroad. Currently, we are limited in our ability to provide access to these maps, and we recognize the value in limiting the physical handling of the maps through providing digital access and preservation. Further, the maps and other items are categorized but not fully indexed in a way that is searchable, and the broad spectrum of information will benefit from proper, contemporary organization methods using best practices. In aiming to provide a comprehensive history of the land, it is important to note that there are important Chinese and Indigenous components to the contents, as well. Cabins, settlements, and graves that have been lost to time are marked on some of these maps, and significant details regarding mining, forestry, and settlement exist in these contents that are not recorded anywhere else.
<b>2.03</b> Identify the <b>audience</b> for content and describe <b>how the content will be used</b> (include statistics if appropriate).	<p>Barkerville's geographical, industrial, natural, and cultural histories are of interest to many relevant user groups. Barkerville's archives receive many requests from people with active interest in the activity that has taken place in the area over the last 150+ years-- such individuals constitute a diverse audience:</p> <ul style="list-style-type: none"> <li>- Organizations working on forestry or mining-related projects</li> <li>- Scholars inquiring into Chinese &amp; Indigenous presence in the area</li> <li>- Ecological scientists, as these maps track environmental changes due to forestry, mining, settlement, and diversions of waterways</li> <li>- Placer miners and hobbyists prospecting in the area</li> <li>- Property owners in the Cariboo, many of whom instigate dialogue with Barkerville regarding the history of their purchased land</li> <li>- Architects and those interested in the history of architecture, who have expressed</li> </ul>



<p>vendors, and/or staff</p> <p><b>NOTE:</b> If working with vendors, include quotes for services. Also, include letters of support from project partners if appropriate.</p>	<p>[REDACTED]</p> <p>- A “New Hire” (primary digitizer trained to work on this project)</p> <p>Barkerville has a general practice of hiring a young, recent undergraduate to work on digitization of documents and other curatorial projects every winter.</p> <p>[REDACTED]</p> <p>Further, Barkerville staff with IT expertise regarding the software side of things will be brought on board to familiarize the New Hire with relevant interfaces.</p>
<b>Adjudicator Notes</b>	

### 3. DIGITIZATION & COPYRIGHT AND PERMISSIONS DETAILS

20 POINTS

	Response
<p><b>3.01</b> Provide a <b>detailed</b> inventory or listing of the material to be digitized and the anticipated output.</p> <p>Please include dates or date ranges and physical description information.</p> <p>Is the material ready for digitization or is there additional processing/selection required?</p> <p><b>NOTE:</b> Selection must be complete prior to the start of the project</p>	<p>Most documents are from 1860-1930, with another contingent originating more recently from Barkerville, Hat Creek, Cottonwood, Quesnelle Forks, Richfield due to our organization’s involvement in managing these heritage properties through parts of the later 20th and into the 21st century.</p> <p><i>4916 items catalogued, including:</i></p> <p><i>1901 geographical maps &amp; surveys; 18 definitive grave indicating documents; 2502 historic drafts / architectural plans / blueprints / lot plans; 220 large photograph / aerial photograph / photographic prints ; 41 artistic Posters / Paintings / Drawings...</i></p> <p><i>Representing many areas, including:</i></p> <p><i>1-3 documents:</i></p> <p><i>150 Mile House; Alexis Creek, Alexandria, Abhau Lake; Ashcroft; Azure Lake; Atmarko; Beaver Creek; Bella Coola; Bristol UK; Burns Mountain; Bytown, Upper Canada; Atlin Lake, Cassier District; Cameronton, BC; Chantslar Lake; Charleson Creek; Charlotte Lake; Chedakuz Creek; Chiaz Creek; Chicago USA; Chilako River; Chilcotin Region; China; Clinton; Clusko River; Coglistko River; Clisbako River; Fort Steele; Fraser Lake; Garibaldi; Homathko River; Italy; Kanaka Bar; Kayoosch; Knapp Lake; Kootenay District; Kushya River; Lanezi</i></p>

	<p><i>Lake; Likely, BC; Long John Creek; Loomis Lake; Loos; Maine; Mackay River; Mathew River; McNaughton Lake; Montreal; Mount Robson; Mount Sir Alexander; Murphy Lake; Nanaimo; New Barkerville; Osoyoos; Oregon, USA; Ottawa; Panama Canal; Pantages Lake; Paris, France; Philadelphia, USA; Pine Point; Peters Creek; Penny; Pleasant Valley; Red Rock; Redstone; Similkameen; Skagit River; Seaton Lake; Skookumchuk; SW USA; Soda Creek; Spanish Lake; St Louis, USA; Stony Lake; Stum Lake; Stewart and Salmon River; Stephanie Creek; Dragon Creek; Taku; Taksyie Lake; Tatuk; Taturi Creek; Texas, USA; Texas and Oklahoma, USA; Tetachuk Lake; Van Winkle; Vancouver, BC; Vancouver Island; Victoria, BC; Ulkatcho Reserve; Walker Creek; Washington, USA; Watino; Webster Lake; Weldon Lake; Wells Gray; Westminster; Whites Landing Creek; Whittier Creek; Wingdam</i></p> <p><i>4-10:</i></p> <p><i>Alaska, USA; Alberta, CA; Anahim Lake, BC; Interior BC; Yukon; Cariboo Lake; Cariboo River; Canada; Canada &amp; USA; Cariboo Wagon Road; Cleveland, USA; Cottonwood River; Deep Creek; Eddy; Fort George; Fort Hope; Fraser River; Hixon; Horsefly &amp; Horsefly River; Island Mountain (Wells); Kamloops; Lac La Hache; Lazaroff Lake; London UK; McBride; Mitchell Lake; Nelson; New York, USA; Niagara Creek; Omineca; Pemberton; Prince George; Quesnel Lake; Quesnel River; Spuzzum; Sugar Creek; Swift Creek; World Maps; William Lake</i></p> <p><i>10+:</i></p> <p><i>Barkerville, BC: 2547</i></p> <p><i>Cottonwood: 183</i></p> <p><i>Cariboo Region: 126</i></p> <p><i>Wells: 88</i></p> <p><i>Quesnelle Forks: 87</i></p> <p><i>Yale: 59</i></p> <p><i>Lytton: 46</i></p> <p><i>Lillooet: 36</i></p> <p><i>Province of British Columbia: 33</i></p> <p><i>Quesnel: 32</i></p> <p><i>Lightning Creek: 31</i></p> <p><i>Hat Creek: 29</i></p> <p><i>Antler Creek: 21</i></p> <p><i>Grouse Creek: 21</i></p> <p><i>Ten Mile Lake: 20</i></p> <p><i>Keithley Creek: 19</i></p> <p><i>McLeod Lake: 18</i></p>
--	--

	<p><i>Big Valley: 17</i>  <i>Central BC: 17</i>  <i>Harvey Creek: 16</i></p> <p>This accounts for that which is already catalogued from previous projects. Barkerville's curatorial team is currently selecting the first 2000 artefacts to be digitized, choosing those which:</p> <ul style="list-style-type: none"> <li>-copyright is settled or artefact's contents are in the public domain</li> <li>-carry particular historic significance for province</li> <li>-align with the nature of access requests from British Columbians and interested parties abroad</li> </ul>
<p><b>3.02</b> Describe the copyright, permission, ownership, and/or custodianship considerations of the content.</p> <p>How have you determined that making your content available to the public will not contravene the Canadian Copyright Act?</p> <p>Demonstrate how you have done due diligence in contacting current copyright holders of the content and how you have addressed privacy, cultural sensitivity and/or other issues associated to copyright concerns.</p>	<p>Copyright is secured for all of these artefacts and documents that will be digitized during the first phase of the project (and more), which either belong to the site or the province (with permission granted for digitization). Any of the 4916+ artefacts or items that Barkerville does not yet have permission or copyright for will not be part of this initial phase of the project; in the meantime, copyright will be pursued for future phases of the digitization project.</p> <p>No copyright that is not owned by Barkerville or is not otherwise settled will be involved in this project.</p>
<p><b>3.03</b> Explain how digitization best practices will be</p>	<p>Barkerville prioritizes and keeps itself informed on industry standards regarding Best Practices for digitization regarding file type, resolution, colour, and more.</p>

<p>applied and describe formats and standards to be used.</p>	<p>We will adhere to the following best practices (but we admittedly have learning to do because we haven't digitized maps).</p> <p>File type:</p> <ul style="list-style-type: none"> <li>-Scanning as TIFF, keeping TIFF files as preservation copies</li> <li>- Creating JPGs &amp; PDFs as access copies for the public</li> </ul> <p>Resolution:</p> <ul style="list-style-type: none"> <li>- For standard-sized documents (of which there are some in this project), Barkerville recognizes the standard practice is target resolution = 4000 pixels along the long-side of image X whatever achieves this</li> <li>- Since many of these maps and artefacts are much larger, they will be scanned on an over-size scanner at 300-600 dpi for preservation copy</li> <li>-300-400 dpi for larger maps, preservation copy</li> <li>-150-200 dpi for larger maps, access copy</li> <li>-Image sharpening will be used if necessary to achieve image quality closer to 600dpi.</li> </ul> <p>Colour:</p> <ul style="list-style-type: none"> <li>- Preservation copy: 16-bit grayscale / 48-bit colour</li> <li>- Access copy: 8-bit grayscale / 24-bit colour</li> <li>- Common colour calibration target implemented to assess colour characteristics of output from digitization equipment</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>- In cases of duplicates, whichever is in best physical condition will be used</li> </ul> <p>Learning and detailing these standards will be part of the project. As such a procedures manual / step-by-step guide will be created for the intern doing project, and built upon for future projects.</p>
<p><b>3.04</b> Describe how quality control and testing will be incorporated.</p> <p><b>NOTE:</b> If working with contractor/vendor, describe your own</p>	<p>Barkerville's usual quality control program will be carried out through every phase of the digital conversion process. At Barkerville, each step of the digitization process requires a second-look: while scanning, then naming, and then doing touch-ups and editing, the staff will analyze the digital image to ensure that no mistakes have been made. Further, while compiling and sorting, checks regarding file size are put in place. Although this will be a different format and scale, Barkerville's curatorial staff are no strangers to digitizing, and current best practices will be adapted strategically to suit the conditions of the project. Barkerville's digitization standards are employed often, as the site is often</p>



internal quality assurance procedures as well.	digitizing and catalogue-ing smaller items, such as photographs and historical documents.
<p><b>3.05</b> Describe the equipment you or a third-party will be using for digitization?</p> <p><b>NOTE:</b> If working with contractor/vendor, request equipment descriptions.</p>	<p>Major digitization projects in the past have been accomplished with a high-quality camera and a controlled studio environment. Depending on funding amount and recommendations regarding best equipment, a new camera will be purchased to ensure the best possible equipment is being used, as maps require intense detail to be practical on the user end. In choosing to employ an overhead camera system, the large format item will be kept stationary on a copy stand, while the elevated camera captures an image from a fixed position.</p> <p>We recognize there are benefits and disadvantages to both approaches, choosing between a large scanner and an overhead camera system; to come to these conclusions, we examined Western University's 2016 case study "Historical map digitization in libraries" and contacted one of that project's active participants.</p> <p>Unless otherwise advised, we have decided to purchase a high-quality camera rather than a new scanner for reasons such as:</p> <ul style="list-style-type: none"> <li>-Barkerville already has a high-quality large-format scanner (but it is not big enough for most of the maps)</li> <li>-Barkerville has many artefacts of irregular shapes and sizes that can be properly digitized with a camera, but not with a scanner</li> <li>-The maps in question are old and delicate, and the process of scanning them could represent a risk to their physical integrity</li> <li>-Many of the maps in question are extremely large, including some well over one metre long</li> </ul> <p>Barkerville has the benefit of some professional lighting equipment on-site, often used for filming and public programming, that will be used to compensate for the overhead camera system's relative disadvantage of controlling appropriate light levels, while recognizing more will likely need to be purchased to create an ideal overhead camera system.</p>
<b>Adjudicator Notes</b>	

#### 4. METADATA AND DESCRIPTION

20 POINTS

	<b>Response</b>
--	-----------------

<b>4.01</b> Do you use or plan to use a standard metadata scheme to describe the materials to be digitized?	Yes.
<b>4.02</b> If yes to the above, tell us about it.  If no to the above, please outline your plan for description.	<p>To create meaningful metadata for image files and collections, Barkerville will:</p> <ul style="list-style-type: none"> <li>-document the types of metadata captured</li> <li>-integrate metadata with images</li> <li>-store RAW image data and metadata</li> <li>-organize with descriptive, administrative, structural, technical metadata schema using the practices already in-place on site that have been serving Barkerville well</li> </ul> <p>Barkerville will work with Arca and abide by their standard to make sure the contents of this work is open to any provincial digital searchers.</p>
<b>Adjudicator Notes</b>	

## 5. ACCESS AND DIGITAL PRESERVATION

30 POINTS

	<b>Response</b>
<b>5.01</b> Will you be using a digital asset management system (repository) to make the materials freely available online?	Yes.
<b>5.02</b> If yes to the above, tell us about it.  If no, please outline your plan for access.	<p>Barkerville plans to work with Arca, as we have done in the past on the Hong and Lee Chong collection project.</p>

<b>5.03</b> Describe your digital preservation plan. How will you ensure ongoing access to the digitized content?	All information will be stored off-site in a professionally managed server, preserved through cloud storage, and copies will be made on hard drives. Digital preservation will be ensured through developing an explicit, deliberate digital preservation strategy which prioritizes data integrity, format sustainability, and information security.
<b>Adjudicator Notes</b>	

## 6. PROMOTION

(REQUIRED)

	<b>Response</b>
<b>6.01</b> Outline your plans for publicizing your digitized material.  How will you promote the collection to the people of British Columbia and beyond?	Barkerville’s curatorial and communications teams will collaborate to ensure that the results from this project are made public. Upon project completion, Barkerville’s popular social media accounts, with followers from around the world, will share relevant information regarding access and content through a press release, and the website will be accordingly updated to provide instructions regarding public access to the maps.
<b>Adjudicator Notes</b>	

## 7. BUDGET

(REQUIRED)

	<b>Response</b>
<b>7.01</b> Provide a description detailing the basis for calculating various expenditures [i.e.	In terms of salaries and wages, Barkerville has a precedent of bringing on a “winter hire” from October to April and this position would be adapted to suit this

salaries and wages for all staff (permanent, temporary, full-time, part-time, etc.), equipment, software, services, project management, etc.].	<p>project; the Curatorial Assistant is projected to make \$22.63/hr (\$25.50 hour inclusive of MERCS) at 35 hrs / week for the 21-22 winter winter term.</p> <p>Although specific technology purchases have not yet been selected (will depend on allocated funding, etc.) our research suggests that the amount entered in the budget is a reasonable estimate for this project, while will require a camera, lighting, and computer technology upgrades.</p>
<b>Adjudicator Notes</b>	

## PROJECT INCOME

Provide a summary of the anticipated project income by entering the appropriate amount under the respective category. Applicant cash contribution must be a **minimum of 50%** of the Learning Centre Funds Requested.

Source of Income and Investment	Cash	In-kind	Total (Cash + In-kind)
Applicant	\$13,210	\$625	\$13,835
Learning Centre Funds Requested	\$13,835		\$13,835
Other: (Specify)	\$		\$
<b>Total Project Income</b>	\$27,045	\$625	\$27,670

## PROJECT COSTS/EXPENSES

Provide a summary of the anticipated project expenditures by entering the appropriate amount under the respective category. Further details to be entered in the Notes column. **For each budget line, please specify if money will be from BCHDP funding, applicant cash contribution, applicant in-kind contribution, or other sources (e.g. additional grants.)**

In-kind contributions are defined as the salary, or a portion of the salary, for permanent staff members who have set aside time in their regular hours to work on the proposed digitization project. Any increase in regular work hours for permanent staff on this project may be considered a cash contribution. If you designate in your budget that a permanent employee's salary is a cash contribution, please indicate that it is an increase in their regular hours.

Costs/Expenses	Notes	Funds Requested	Applicant Contribution	Other Sources	In-kind	Total (Cash + in-kind)
Salaries and Wages (Please breakdown tasks by number of hours)	Curatorial assistant at \$22.63/hr (\$25.50 hour inclusive of MERCS) for 24	\$10,710	\$10,710	\$	\$	\$21,420

	weeks (35 hours/week):					
Professional/Consultant Fees and Services		\$	\$	\$	\$	\$
Equipment and Software Costs	Computer, software, camera and lighting equipment for digitization	\$2,500	\$2,500	\$	\$	\$5,000
Project Management (up to 5%)	Project supervision by Curator	\$625	\$	\$	\$625	\$1250
Other Costs: (Specify)		\$	\$	\$	\$	\$
<b>Total Project Expenses</b>		\$13,835	\$13,210	\$	\$625	\$27,670

**ADJUDICATOR SCORING**

Project Details (30 points):	
Digitization Details (20 points):	
Metadata and Description (20 points):	
Access and Digital preservation (30 points):	
<b>Total:</b>	_____ /100 points