

## Application: 0000000623

Michelle Dalmau - mdalmau@indiana.edu

Digitizing Hidden Collections

### Summary

ID: 0000000623



### Eligibility Questions

Completed - Mar 28 2019

## Form for "Eligibility"

CLIR DIGITIZING HIDDEN SPECIAL COLLECTIONS AND ARCHIVES

### ELIGIBILITY OUTLINE

#### **Applicants must meet all of the following requirements:**

**Please check each section to confirm you have read and acknowledge the eligibility criteria.**

The applicant institution(s) must be located in the United States or in an associated entity, e.g., the Commonwealth of Puerto Rico or American Samoa. CLIR also accepts proposals for collaborative projects that include partnerships between U.S. and Canadian institutions. Collaborators at Canadian institutions may serve as co-principal investigators, but the lead institution must be an eligible U.S. institution.

#### **Responses Selected:**

Confirm

**All materials proposed for digitization must be owned and held by collecting institutions in the United States or Canada; the materials themselves must also be located in the United States or Canada.**

#### **Responses Selected:**

Confirm

Applicant institutions must fall under one of the following categories and meet the requirements for that category.

1. Applicant institution(s) can be eligible if recognized by the Internal Revenue Service as tax-exempt under one of the following:
  1. IRS Code Section 501(c)3
  2. IRS Code Section 115
  3. IRS Code Section 170(c)1
2. Government units and their agencies or instrumentalities not organized under IRS Section 501(c)3 can be eligible provided that collecting and disseminating scholarly and cultural resources are among the primary functions of the unit and grant funds will be used for charitable purposes within the scope of the Digitizing Hidden Collections program. We recommend that government units contact us at [hiddencollections@clir.org](mailto:hiddencollections@clir.org) to ascertain their eligibility prior to submitting an application.
3. Indian tribes, Alaska native villages, regional corporations, and village corporations can be eligible. For the purposes of this program, "Indian tribe" means any tribe, band, nation, or other organized group or community, including any Alaska native village, regional corporation, or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.)), which is recognized by the Secretary of the Interior as eligible for special programs and services provided by the United States to Indians because of their status as Indians. A list of eligible entities is available from the Bureau of Indian Affairs, except for the recognized Alaska native villages, regional corporations, and village corporations, which should refer to applicable provisions in the Alaska Native Claims Settlement Act, referenced above.

## **Responses Selected:**

Confirm

Proposals must fall within the allowable range for project funds, duration, and dates. Limitations differ between single-institution applications and collaborative applications

#### Limitations: Single-institution applications

- Minimum allowable request for 2019: \$50,000
- Maximum allowable request for 2019: \$250,000
- Minimum allowable project term: 12 months
- Maximum allowable project term: 24 months
- Projects must begin between January 1 and June 1, 2020
- Projects must be completed by May 31, 2022

#### Limitations: Collaborative, multi-institution applications (partnerships/consortia)

- Minimum allowable request for 2019: \$50,000
- Maximum allowable request for 2019: \$500,000
- Minimum allowable project term: 12 months
- Maximum allowable project term: 36 months
- Projects must begin between January 1 and June 1, 2020
- Projects must be completed by May 31, 2023

### Responses Selected:

Confirm

### Principal Investigators

An individual may not be named as a Principal Investigator (PI) on more than one proposal, and may not serve as PI on two Digitizing Hidden Collections projects simultaneously.

### Responses Selected:

Confirm



Initial Proposal Phase

Completed - Sep 17 2019

Initial Proposal Phase

Fields marked with \*\* are responses that will be publicly shared

## Section 1: Project Summary

### **\*\*Applicant Institution (Legal Name)**

Provide the full legal name of the institution applying for the grant. In the event this proposal is approved for funding, this institution will assume fiscal responsibility for the proposed project.

Trustees of Indiana University

### **\*\*Applicant Institution (Colloquial Name)**

If desired, provide a colloquial name for the applicant institution if it differs from the full legal name. If provided, this name will be used in CLIR's publicity about the award, including in press releases and on CLIR's website.

Indiana University Bloomington

### **\*\*Project Title**

A good project title is brief and includes language suggesting the subject matter of the source materials to be digitized. Titles of funded projects will be made available on CLIR's website.

(max. 50 words)

Peripheral Manuscripts: Digitizing Medieval Manuscript Collections in the Midwest

## **\*\*Project Summary**

Write a paragraph-length summary of the proposed project that mentions the length of the project, the names of participating institutions, the nature of the source materials to be digitized, major activities to be undertaken during the project, and the significance of the project for scholarship once completed.

(max. 150 words)

This three-year project, hosted at Indiana University Bloomington, will digitize and create item-level metadata for 78 codices and 406 medieval manuscript fragments from twenty-two primarily non-R1 Midwestern institutions. Participating institutions are a newly organized consortium extending across eight states. The Indiana University Libraries will scan or photograph holdings, and researchers at IU Bloomington, Loyola University Chicago, and Saint Mary's College will create metadata for these objects, including many items unrecorded in previous bibliographical surveys. Resulting item descriptions and high-resolution, IIIF-compliant images will be made freely available through Pages Online at Indiana University. This project focuses on small collections that have not been economically feasible for holding institutions to digitize on their own and thus will bring a wealth of previously inaccessible and uncatalogued material to scholarly consciousness. This new material will be aggregated with existing digitized collections to yield a more comprehensive understanding of North American manuscript holdings.

### **What is the size of the request (in whole dollars)?**

Requests may range in size from a minimum of \$50,000 to a maximum of \$250,000 for single-institution projects or \$500,000 for collaborative, multi-institution projects. Requests for amounts outside this range are not eligible for consideration. Be sure to verify that the figure entered here matches the figure listed in your budget

\$286,436.10

**Provide the proposed project length in whole months, and list the project start and end dates.**

- All projects must begin between **January 1 and June 1, 2020**.
- The minimum project length, for all projects, is **12 months**.
- Single-institution projects can last **up to 24 months** and must end by **May 31, 2022**.
- Collaborative projects can last **up to 36 months** and must end by **May 31, 2023**.
- All projects should start on the first of the given month (e.g., January 1), and end on the last day of the given month (e.g., November 30) when the project closes.

(format MM/DD/YYYY)

Project Length	36
Project Start Date	06/01/2020
Project End Date	05/31/2023

**Is this a collaborative project?**

Note that the maximum allowable request (\$500,000 vs. \$250,000) and the maximum allowable time frame (12-36 months vs. 12-24 months) are greater for collaborative projects. Additional information on eligibility for collaborative projects can be found on the program website and within its FAQs.

Yes

**\*\*Collaborating Institutions (If applicable)**

Include the names of the collaborating institutions below.

Institution 1	Indiana University Bloomington [Project leader]
Institution 2	Saint Mary's College [Project co-leader]
Institution 3	Loyola University Chicago [Project co-leader]
Institution 4	(No response)
Institution 5	(No response)

**If you require more than 5 institutions please provide their details below**

Berea College

The College of Wooster

DePauw University

Illinois Wesleyan University

Earlham College

Northern Illinois University

University of Saint Mary of the Lake

The Southern Baptist Theological Seminary

Saint Olaf College

Knox College

Saint Meinrad Archabbey, Seminary, and School of Theology

Goshen College

Marquette University

Bowling Green State University

Ohio Wesleyan University

University of Dayton

Xavier University

Truman State University

Muskegon Museum of Art

**Project contact(s) at collaborating institution(s) (required for all applicants proposing a collaborative project)**

Provide information for the primary contact(s) at each institution collaborating on the proposed initiative. CLIR may share the submitted application and feedback from CLIR's review panel with the individuals listed here and include them on relevant correspondences. How many contacts would you like to add?

10

**Contact 1**

Contact Name	Irene M. H. Herold
Contact Institution	The College of Wooster
Contact Email	iherold@wooster.edu

**Contact 2**

Contact Name	Sarah Cain
Contact Institution	Northern Illinois University
Contact Email	scain@niu.edu

**Contact 3**

Contact Name	Alexandra Chamberlain
Contact Institution	DePauw University
Contact Email	alexandrachamberlain@depauw.edu

**Contact 4**

Contact Name	Jillian Sparks
Contact Institution	Saint Olaf College
Contact Email	sparks2@stolaf.edu



**Contact 5**

Contact Name	Daniel Kolb
Contact Institution	Saint Meinrad Archabbey, Seminary, and School of Theology
Contact Email	dkolb@saintmeinrad.edu

**Contact 6**

Contact Name	Amy Cooper Cary
Contact Institution	Marquette University
Contact Email	amy.cary@marquette.edu

**Contact 7**

Contact Name	Art Martin
Contact Institution	Muskegon Museum of Art
Contact Email	amartin@muskegonartmuseum.org

**Contact 8**

Contact Name	Anne Ryckbost
Contact Institution	Xavier University
Contact Email	ryckbosta@xavier.edu

**Contact 9**

Contact Name	Kayla Harris
Contact Institution	University of Dayton
Contact Email	kharris2@udayton.edu

**Contact 10**

Contact Name	Christopher Rogers
Contact Institution	University of Saint Mary of the Lake
Contact Email	crogers@usml.edu

**Tick to Confirm****Responses Selected:**

The Digitizing Hidden Collections application guidelines have been shared with representatives from all institutions partnering on this project.

Representatives from all institutions partnering on this project have had the option to participate in the project design process and have been given the opportunity to contribute feedback and edits to the draft proposal.

Representatives from all institutions partnering on the project have been kept informed throughout the proposal design process and the final application materials have been shared, in full, with the primary contacts listed above.

## **Collaboration Statement (Required for all applicants proposing a collaborative project)**

Identify the ways in which your proposed project constitutes a collaborative effort. Explain how the collaboration advances the missions and meets the priorities of each of the institutions involved and enhances the capacity of the project to support the creation of new knowledge, and describe benefits of the project that would not be possible if the partners worked individually. Describe measures taken to ensure all partners will contribute to and benefit from the project throughout the grant term.

(max. 250 words)

This project is fundamentally collaborative. Our partner institutions hold manuscript collections and yet face challenges in making their collections digitally available on their own; our consortial model will supply them with the requisite equipment, expertise, and dedicated time investment to take this step. Many partner institutions lack the hardware and software needed to produce high-quality digital images of their manuscript holdings; to address this need, we will schedule partner institutions to bring their materials to IU Bloomington for on-site scanning under consistent and controlled conditions. These visits double as occasions for exchange of expertise. Exchange of expertise will begin in summer 2020, when we will invite participants from all member institutions to gather at IU Bloomington to establish transparent lines of communication, discuss partner roles and descriptive metadata standards, and visit IU Libraries' digitization lab. We will rely upon partner knowledge to create initial metadata for manuscript items in the repository, and we will work with partners as we create enhanced metadata to ensure the discoverability of each item. Finally, a grant-funded consortial model provides participating institutions with an organized, dedicated investment of time and labor otherwise unavailable to them. Participant institutions will receive a clear benefit (the wider use of and appreciation for their unique manuscript materials) with minimal disturbance to their staffing needs or budgets. At the end of the grant period, we will host a conference to showcase the materials held by these institutions, thereby increasing their institutional profiles and raising awareness of their collections among researchers.

## **Resubmission?**

Has this proposal previously been submitted for consideration? If so, list the year(s) you applied and explain what changes have been made in response to reviewer comments from the previous cycle(s). If a proposal for these project materials has been previously submitted to another CLIR grant program (i.e. Cataloging Hidden Collections; Recordings at Risk), also include that information here.

(max. 250 words)

Not applicable.

## **\*\*Quantities and types of original materials to be digitized during the project**

Enter below the estimated quantities and select the units of measurement and material types that most specifically describe the extent of source materials that will be digitized during the project. Begin by selecting the number of categories of materials to be digitized from the dropdown menu to generate data entry fields. For example, if you are digitizing a collection of manuscript volumes, photographs, and photographic negatives, you will select 3 categories (up to 10 categories are allowed).

Refer to the Application Guidelines for additional instructions.

How many categories would you like to enter?

1

### **Category 1**

Type of Materials	manuscripts
Amount of Material	22532
Unit of Measurement	pages
Additional Information	78 codices and 406 fragments

## **Quantities, formats, and specifications of master digital files to be created during the project**

Enter estimated quantities of uniquely described digital files to be created through digitization, as well as the relevant format(s) created and technical specifications for those formats (e.g., dpi, minimum pixel dimensions, bit depth, optical density).

If additional files are to be derived from those created in the digitization process for the purposes of backup, preservation and/or access, do not count these derivative files or formats in the totals entered; you may describe any derivative formats to be created and the purposes these will serve in the space provided for additional information. Refer to the Application Guidelines for additional instructions.

To begin, select how many master digital file formats will be created.

1

**Digital File 1**

Quantity	22532
Format	TIFF
Additional Information	Materials will either be scanned with an overhead scanner or photographed. When using the overhead, color images will be captured at 24-bit color, 600 dpi with an embedded Adobe1998RGB color profile. All master files are scanned at 100% of the original size and saved as uncompressed TIFF files. For photographed materials, the Hasselblad H1 optical sensor captures at 7,246 by 5,444 pixels. Once TIFF files pass QC, they will be submitted to Pages Online, which will generate JPEG2000 files following the J2K Codec specifications (minimum 400 dpi/4,000 long-side), JPEG thumbnails, and a PDF of each manuscript.

**List the name(s) and URL(s) of the catalogs/repositories/services through which the digitized files and/or associated metadata will be made available**

Provide names and complete URL(s) for all portals through which content digitized through the proposed project will be available to researchers and the general public.

(format: <http://address.com>)

Note: Even if there are legal or other constraints that prevent allowing full access to content for the general public, CLIR requires that descriptive metadata for all digitized content be dedicated to the public domain under a CC0 Creative Commons license and be freely available to the public. Exceptions may be made for culturally-sensitive metadata or sensitive personal information.

	Portal	URL
1	Pages Online at Indiana University	<a href="https://pages.dlib.indiana.edu">https://pages.dlib.indiana.edu</a>
2		
3		
4		
5		
6		
7		
8		
9		
10		

Section 2: Description of Content

## **\*\*Description of materials to be digitized**

Provide a brief narrative description of the source materials nominated for digitization, including their subject(s), provenance, relevant associated people, organizations, and events.

(max. 250 words)

This project will digitize approximately 22,532 pages of manuscript material, ranging in date from the ninth to the sixteenth centuries. Religious texts predominate, represented by Bibles and biblical commentaries, liturgical books (with and without music notation), books of hours, works of theology and canon law, preaching aids and collections of sermons. A large codex preserves the correspondence of early leaders of the Hutterite (communal Anabaptist) movement. Classical literature is represented by a fifteenth-century fragment of Livy's History and by a fragmentary fifteenth-century copy of Donatus's commentary on Terence's Eunuchus. There are a variety of legal texts: wills, charters, papal bulls, and a cartulary. Most items are written in Latin; the vernaculars are represented by texts and marginal notes in medieval dialects of Dutch, English (a Middle English poem), French, German, and Italian.

Many of the nominated items were once owned by religious houses or the lesser gentry. Yet the full provenance of collection items is rarely known, as illustrated by a book of hours owned by a gentry family in northern France c. 1500 and discovered in the attic of St. John's Church in Indianapolis, Indiana in 1979. The 406 manuscript leaves included in this project derive both from books broken for reuse during the Middle Ages or Renaissance and from books broken for resale in the modern era. Many of the leaves from dismembered books are associated with the controversial art historian and book-breaker Otto Ege (d. 1951).

## **\*\*Geographic Scope.**

Describe the range of geographic regions represented in the nominated collection(s). Do not describe the current or future location(s) of the original, physical materials.

(max. 50 words)

The nominated collections originated in western and central Europe: the territories now recognized as Spain, Italy, Germany, the Netherlands, France, England, and the Czech Republic.

**\*\*Date range of materials to be digitized.**

List your best estimate of the date range covered by the collection(s), in whole years.

- Enter the earliest and latest dates the original materials in the nominated collection(s) were created, in whole years.
- Dates should be formatted as YYYY BC/AD – YYYY BC/ AD (e.g., 356 BC - 1542 AD).
- Do not include historic dates that characterize the subject matter of the collection(s). For example, if a nominated collection is the personal papers of a nineteenth-century specialist who studied Greek archaeology of the fifth century BC, the age range would fall in the nineteenth century and not the fifth century BC.

800 AD - 1600 AD



## **\*\*Collection level descriptions**

If applicable, identify and provide the URL(s) for any collection-level descriptions currently available online.

The existence of such descriptions is not a requirement for this award, and there is no minimum level of description required before collections can be eligible for digitization through this program.

	Portal	URL
1	Indiana University Bloomington	<a href="http://www.indiana.edu/~liblilly/collections/overview/medievalmss.shtml">http://www.indiana.edu/~liblilly/collections/overview/medievalmss.shtml</a>
2	Marquette University	<a href="https://www.marquette.edu/library/archives/rare_books/antiphonals.php">https://www.marquette.edu/library/archives/rare_books/antiphonals.php</a>
3	Ohio Wesleyan University	<a href="http://cdm15963.contentdm.oclc.org/cdm/landingpage/collection/p15963coll42">http://cdm15963.contentdm.oclc.org/cdm/landingpage/collection/p15963coll42</a>
4		
5		
6		
7		
8		
9		
10		

## **Current arrangement and description(s) of materials to be digitized**

Provide a brief narrative that summarizes the physical arrangement and the level(s) of processing, cataloging, or other descriptive work that has previously been done for the nominated collection(s). Include the date(s) this descriptive work took place and the standard(s) and/or current format(s) of the records that were created.

(max. 250 words)

Each of our twenty-two partner institutions has completed different levels of work in processing, cataloging, and describing its collections. Partners report, in general, that their manuscript holdings have been processed and catalogued, although six partners also state that portions of their collections remain uncatalogued. Fragments are especially likely to need cataloging, as is the case at Loyola University Chicago, IU Bloomington, and Saint Mary's College. Four institutions, Xavier University, the University of Dayton, Marquette University, and Truman State University, also report codices in need of cataloging.

Item-level descriptions vary widely in detail and format across institutions. The manuscripts at Saint Mary's College (excepting three fragments) are supplied with published bibliographic descriptions: David Gura's *Descriptive Catalogue of the Medieval and Renaissance Manuscripts of the University of Notre Dame and Saint Mary's College*, published in 2016. The Saint Meinrad book of hours was described in *Mémoires de la Société d'histoire et d'archéologie de Bretagne* 62 (1985). We know, however, of few other published scholarly discussions of items in the nominated collections.

About a third of partner institutions have produced descriptive metadata of some sort for their holdings; Dublin Core metadata standards are in use at several institutions. A further third of partner institutions possess descriptions in digital or paper formats, often in the form of handwritten notes, clippings from sales records, or exhibition plaques. The final third has processed and/or catalogued their items, but these items remain only minimally described.

## **Current condition and housing of materials to be digitized and plans for their conservation and preservation**

Describe the current condition and housing of the source materials to be digitized, including the means through which this condition has been assessed.

- Identify the individual or individuals responsible for this assessment and approximately when the assessment took place.
- Describe the strategies to be employed for stabilization, conservation, and/or preservation of the materials, including the means through which this work will be supported and sustained long-term.
- Explain the environmental provisions made for the long-term management of the source materials and the strategy for responding to requests for access to them.
- No funds for conservation, stabilization, or preservation of physical materials are available through this grant program. Similarly, no funds related to the conversion or migration of born-digital files are available; all such costs are the responsibility of the holding institutions

(max. 250 words)

Library staff at partner institutions conducted self-assessments in February of 2019 in regard to the current conditions and housing of the material to be digitized during this project. Partners report that their materials are held in their institution's non-circulating special collections or archives, the majority of which are climate controlled. Fragments are housed in a variety of contexts, including: loose, matted, framed, and boxed. Codices are either stored in clamshell boxes or shelved unboxed. The condition of manuscript items is generally self-reported to be good-to-excellent. No institution expresses concern regarding the condition of their fragments, but four institutions report that at least one codex in their collection is fragile or in poor condition. Broken bindings and a general lack of prior conservation are the main causes of this fragility, although one partner institution, Xavier University, reports that some of their items were damaged in a flood in the 1990s. The project team will conduct site visits to partner institutions early in the project during which we will assess the condition of all partner holdings. If any items are deemed too fragile to transport and image safely, we will adjust our project's digitization schedule to accommodate the stabilization or conservation of those items in advance of their being sent to IU. Although conservation and preservation costs will be the responsibility of holding institutions, IU Library staff will provide partners with advice, as needed, regarding long-term strategies for stabilizing their manuscript items.

## Description of samples

Briefly describe the representative samples in the uploaded PDF document.

(max. 100 words)

As examples of the collections to be digitized, we present images of codices and leaves in the collections of Indiana University Bloomington, Loyola University Chicago, Northern Illinois University, Saint Mary's College, and Saint Meinrad Archabbey, Seminary, and School of Theology. Images depict an intact codex in a medieval binding, leaves derived from codices broken up and re-used during the medieval period, and a leaf derived from a codex broken up by a modern book-seller. The materials range in date from the twelfth century to the fifteenth, and include one text dated by its scribe.

## May CLIR excerpt from and display some portion of these representative samples on CLIR's website or in program-related social media?

Tick "yes" or "no," indicating whether CLIR may display some portion of the provided samples on CLIR's website, or in program social media. CLIR staff will cite the holding institution if a sample is used in one of these ways. An applicant's response to the question will be visible to CLIR staff only and will not affect the proposal's assessment in the competition for funding in any way.

Yes

## If some samples may be displayed and some may not, clarify which of the representative samples are permissible to display publicly.

(No response)

## Section 3: Rights Ethics, and Re-Use

### Tick to confirm

All parties to this proposal understand that as a condition of acceptance of any Digitizing Hidden Collections award from CLIR, all recipient institutions and collaborating partner organizations will be required to sign and execute the program's intellectual property agreement.

## Responses Selected:

Confirm

All parties to this proposal understand that as a condition of acceptance of any Digitizing Hidden Collections award from CLIR, all metadata and any software (if applicable) created in the course of funded project activities must be dedicated to the public domain under a CC0 Creative Commons license and be freely available to the public. Exceptions may be made for culturally sensitive metadata or sensitive personal information.

### **Responses Selected:**

Confirm

All parties to this proposal understand that as a condition of acceptance of any Digitizing Hidden Collections award from CLIR, recipient institutions, including collaborating institutions in cases of multi-institution projects, must not claim additional rights or impose additional access fees or restrictions to the digital files created through the project, beyond those already required by law or existing agreements. Digital copies of originals that are already in the public domain must also be in the public domain. CLIR strongly encourages grant recipients to share digital copies as public domain resources and/ or with Creative Commons licenses, as appropriate. Exceptions may be made for those materials in the public domain without the express wishes of local, traditional, and indigenous source communities.

### **Responses Selected:**

Confirm

**Applicants who tick any of the boxes below must provide details clarifying their responses in the Rights, Ethics, and Re-Use Statement, strongly justifying their choices.**

**Tick all that apply:**

### **Responses Selected:**

Applicant and/or partner institutions plan to impose specific attribution requirements when digital copies created through this project are re-used by others.

## Section 4: Scholarly Significance

**Explain why you consider the nominated collection(s) to be “hidden” currently, and describe the value and significance of the proposed project for the full range of scholarly disciplines and communities it will serve once the collections have been digitized and made accessible.**

For the purposes of the Digitizing Hidden Collections program, applicants must convincingly argue that their collections are “hidden” in the sense that they cannot be used for important scholarly work until

they are fully digitized, discoverable, and accessible. This part of the proposal should state the ways in which the content of the collections is currently “hidden” from those who need it, and it should describe the importance that the completed project will have for teaching, research, and the creation of new knowledge. Applicants should not merely provide a more detailed description of the nominated materials than is given elsewhere in the application. The statement should go beyond asserting the significance of the subject matter covered by the original materials; it should present a case for the potential use of the project deliverables beyond the holding institution and surrounding region. It should show how the digital files created through the project will impact multiple disciplines, and it should explain how scholars’, students’, and related communities’ understanding of those fields could be transformed through access to those files specifically.

(500 words max.)

Six of the twenty-two institutions in our consortium are not included as known holders of manuscript items in the Bibliographic Society of America’s Directory of Collections in the United States and Canada with Pre-1600 Manuscript Holdings, the standard finding aid in this area. The majority of partnering institutions whose collections are included in this finding aid lack adequate item-level descriptions, and thus are not discoverable. Few of the nominated materials have been digitized in any form, and just four of the nominated codices are presently available online in a digital facsimile. As it currently stands, the nominated collections are truly hidden. Even scholars who work in or near holding institutions can be unaware of the materials in those collections.

Recent digitization initiatives have dramatically increased the accessibility of medieval manuscripts to scholars and the general public, yet these initiatives have proceeded unevenly and are often concentrated in large collections, held at major research libraries. Such collections are often well described and may be highly curated; they have been embraced as the evidentiary foundation for much of the knowledge produced by manuscript scholars, historians, art historians, linguists, theologians, and literary scholars. Meanwhile, the manuscript holdings of smaller institutions remain undigitized, and this reinforces disciplinary preconceptions of the insignificance of those collections. Yet collections at smaller institutions provide valuable testimony to patterns of manuscript collection in North America, and many items have considerable scholarly significance in their own right, especially when aggregated with existing digitized collections.

By facilitating the centralized digital availability of small collections that have not been economically feasible for holding institutions to digitize on their own, this project will bring a wealth of previously inaccessible, under-described, and uncatalogued material to scholarly consciousness. The diversity of

genres and linguistic traditions represented within them will attract the interest of a wide range of audiences. Saint Mary's College, MS 2, an early copy of Thomas Aquinas's *De ente et essentia*, will be of interest to manuscript scholars worldwide, for its glosses were dated by the scribe, a feature that may help to establish the dates of other manuscripts or identify the scribe. Some of the 406 leaves to be digitized in this project likely have surviving partners and siblings in other collections in the United States, Europe, or elsewhere. Digitization will permit these broken books to be reassembled virtually, via platforms such as Fragmentarium, generating knowledge unavailable from any of the fragments apprehended singulatim. Antiphoners and breviaries digitized in this project can be aggregated with existing collections inventoried in the Cantus Manuscript Database, to the benefit of musicologists and modern performers of medieval religious song. Increased awareness of the existence of these materials will encourage instructors across the Midwest to incorporate local collections into their courses, while religious communities will gain access to artifacts of historical and theological significance, for many of the manuscripts included in this project once served as aids to religious practice and understanding, and some were brought to America for that purpose.

## Section 5: Project Context and Impact

**List and describe all envisioned project deliverables. Explain the means through which each will be available to the public, and any applicable conditions or terms affecting their availability.**

Applicants should describe all expected outcomes, how each will be made accessible to others, and under what conditions.

- Deliverables include the digital surrogates and related metadata created during the project; they may also include aggregations of those files and metadata with related files and metadata already available online. Metadata created through this program may conform to any appropriate standard or structure. Other possible deliverables include authority files, description and digitization manuals, training materials, research guides, or other outcomes.
- If any special measures are being taken to improve accessibility for specific user communities (e.g. visually or hearing impaired; users with limited internet access; foreign language speakers, etc.), include them here.

(500 words max.)

Project deliverables will adhere to national digitization and metadata standards, and will include 22,532 TIFF master files, JPEG thumbnail files, JPEG2000 interactive files, and PDF files for download created through the digitization of 78 codices and 406 fragments held at twenty-two institutions; all digital

images will be accompanied by descriptive metadata that adhere to the metadata and terminology standards for medieval manuscript description (DCRM/AMREMM) established by the Bibliographic Standards Committee of the Association of College and Research Libraries. All digital images and accompanying metadata will be IIIF-compliant, publicly accessible, and discoverable through the open-access repository website service, Pages Online (<https://pages.dlib.indiana.edu/catalog>) hosted by the IU Libraries.

By adopting IIIF standards, our project will contribute to a growing body of IIIF-compatible manuscript images that can be accessed across multiple repositories, facilitating study, comparison, manipulation, annotation and citation. We will ensure that other IIIF-compliant institutions and projects are aware of the material we digitize so that our items can be aggregated into their databases and/or linked to their collections through IIIF community pages.

While item-level descriptive metadata exists for a small portion of the material to be included in the project, much material remains under- or undescribed and, thus, the description of these items for the purpose of discoverability will be a key outcome of this project. During the opening 2020 partner meeting, we will develop metadata compilation tools so that extant metadata can be submitted by partnering institutions and aggregated in a single repository, and we will share a metadata model for enhanced description. During 2020 site visits, all manuscript items in partner collections will be fully inventoried, their condition assessed, and associated extant metadata analyzed for accuracy. Subsequent partner working groups (2021-2022) will conduct quality control of compiled metadata, update project documentation, and develop additional partner resources. Descriptive metadata created by the project will be formatted according to the latest guidelines (P5) established by the Text Encoding Initiative (TEI) for manuscript description. Metadata capture will be structured to facilitate mapping to related standards like MARC or TEI msDesc for re-use by partner institutions or by aggregators like OPenn and Fragmentarium.

The project team will facilitate our partners' involvement by creating resources that detail the digitization process, describe effective project workflows, and explain standards of manuscript description. This material will be posted in a centralized digital location, such as GitHub, allowing partner institutions to exploit these resources throughout the project to assist in their metadata creation processes and, when applicable, digitization. These resources will remain accessible after the project's completion, so that partner institutions can use and adapt this material for future initiatives.

Finally, we plan to host a culminating conference in the spring of 2023. This public event will showcase some of the holdings of partner institutions and seek to promote their future use through presentations of



research currently in progress.

**Describe any planned outreach and community engagement activities.**

Identify the communities most likely to be interested or invested in the digitization of the proposed collection(s). Describe how you plan to engage them and detail specific outreach approaches for each user group. Consider the potential impact of the project on scholarly, local, professional, and other related communities of interest. Applicants seeking to digitize collections related to Native American, First Nations, or other indigenous communities are strongly encouraged to convene and appropriately compensate an advisory group of community members specifically for the project, which should be mentioned here and in the project plan.

(250 words max.)

To ensure that our data reaches regional, national, and international audiences, we will disseminate information about our project and announce our associated consortial repository upon its launch in the fall of 2021 through professional, institutional, and social media avenues (such as Twitter). We will provide media updates as additional material is added to this site throughout the project. To ensure that national and international researchers are aware of this resource, we will have our digital project added to the Digitized Medieval Manuscripts Map (<https://digitizedmedievalmanuscripts.org/>), the Medieval Academy of America's Medieval Digital Resources website (<http://mdr-maa.org/>), and the Medieval Electronic Scholarly Alliance (MESA, <http://www.mesa-medieval.org/>). We will also aggregate our digitized manuscripts and associated data in Fragmentarium, OPenn (<http://openn.library.upenn.edu>), and other similar venues. To alert digital humanists and other IIF-compliant libraries of this new resource, we will ensure information about our project is circulated to IIF consortium members.

During the 2021-2022 and 2022-2023 academic years, the project team will present on this project and its outcomes at regional and national conferences, and additionally, we will reach out to regional institutions that are not project partners, particularly those with graduate programs, to familiarize them with this resource, its potential pedagogical value, and the opportunities for research it provides. To ensure that our partner institutions also gain additional, immediate recognition for the value of their contributions to this project, we will host a conference at IU Bloomington in the spring of 2023 that showcases the outcomes of the project.

**Describe collections related to the materials nominated for digitization and describe plans for creating meaningful linkages to those collections.**

Applicants should be as specific as possible in describing these related collections, particularly those held at institutions not participating directly in the project. The nature of the relationship between the collections described here and the collections nominated for digitization should be made explicit. Mention any meaningful linkages that will be created through aggregating related metadata for search and discovery (using registries, databases, or other well-known research portals), adopting common standards, protocols and/or controlled vocabularies, or promoting the joint use of the related collections directly to scholars and students. When relevant, applicants are strongly encouraged to identify and link to related materials held in external collecting institutions and to forge connections to related work by scholars at other institutions.

(250 words max.)

The IIIF-compliant Pages Online will be compatible with all digitization projects employing those same standards. Images hosted on Pages Online will thus be viewable alongside images of materials held by other national and global IIIF-compliant institutions and projects. For example, we will aggregate our data pertaining to fragments held at our partner institutions with Fragmentarium (<https://fragmentarium.ms/>), a IIIF-compliant European initiative that has created a “digital research lab” for the purpose of studying manuscript fragments. Images created through this project will also supplement non-IIIF-compliant digital collections, most notably those hosted by the Digital Scriptorium (<http://www.digital-scriptorium.org/>), currently the largest consortium of manuscript-holding American institutions. The collections in Digital Scriptorium are generally held by larger research institutions; because our project will provide images and descriptions of the holdings of smaller regional institutions in the Midwest, our consortium will create a valuable complementary data set for the scholarly community.

At this juncture, two projects exist that are similarly interested in digitizing the holdings of regional institutions, both of which are located in the northeast (the Bibliotheca Philadelphiensis Project organized by PACSCL and Massachusetts’s Digital Commonwealth site that includes medieval manuscripts alongside a range of post-medieval archival documents). Our focus on manuscripts housed in Midwest institutions thus corresponds with the goals of PACSCL and the Digital Commonwealth, even as our project possesses a distinct regional focus. These projects will serve as beneficial models for our initiative, and we look forward to connecting our work with theirs.

**Describe any future scholarly initiatives that would be made possible by the completion of project work.**

Such initiatives may be those planned by the applicant institution or consortium or those that other individuals or organizations might launch as a result of the project. Examples may include but are not limited to research and assessment projects, digital scholarship, new forms of computationally intensive research, digital exhibits, and new online teaching and learning initiatives.

(250 words max.)

Because much of the material we will be digitizing has not garnered scholarly attention in the past, this project will make available to researchers a wealth of manuscript material that was previously at the margins of scholarly consciousness. Already we are increasing awareness of the manuscript holdings of smaller Midwestern institutions by communicating with Lisa Fagin Davis and Melissa Conway, the editors of the Directory of Collections in the United States and Canada with Pre-1600 Manuscript Holdings, regarding repositories whose medieval materials have previously gone unreported. While the Directory of Collections provides basic numerical information regarding institutional holdings, our project will provide images and accompanying descriptive metadata that enable more detailed engagement with this material.

This project will enable the writing of new histories of manuscript collection in the Midwest. Our enhanced metadata will render many items digitized in this project discoverable for the first time, thus making them attractive objects of study for graduate student and faculty researchers. Project items will also gain pedagogical value, as an increased awareness of local holdings enables instructors to more easily arrange class trips to study these materials in person. Our culminating conference could result in an edited collection on the manuscripts held in Midwestern institutions. New descriptive metadata created by the project team will inform the future digital and textual scholarship of national and international researchers, and, through IIIF-compatibility, images of items included in our project will be available to be studied and compared with images of other items housed globally.

## Section 6. Project Design

**Explain the rationale behind the project's design. Describe prior research and/or experiences that have directly informed this design. If applicable, note any aspects that are unique to the project and any practices that will make the proposed approach particularly efficient and/or cost-effective.**

**(500 words max.)**

This project emerged after working with the library staff at Saint Mary's College and gaining an appreciation for the hurdles many regional institutions face in preserving, describing, and managing their rare book and manuscript collections. Due to institutional, educational, and financial priorities, many SLACs and non-R1 institutions cannot devote resources to digitizing and describing their (often limited) manuscript holdings so that those items can be discoverable to researchers, particularly since the priorities of such institutions are often geared towards alternate constituencies (such as undergraduates or graduate students in pre-professional programs). To overcome these hurdles, this project forms a consortium of institutions that face similar gaps in resources -- of time, staffing, funding, equipment, etc. -- that limit their ability to transition their manuscript materials to digital platforms where those items could gain additional attention and be incorporated more fully into ongoing research initiatives.

The inclusion of the IU Bloomington Libraries in this project is crucial to our project's design, as their willingness to devote staffing, resources, and server space to this project enables many of the needs of our partner institutions to be met efficiently, without undue burden being placed on those institutions. IU Bloomington will serve as a digitization hub for our project; partner institutions will be invited to bring or send their items to IU Bloomington for digitization, image processing, and description. The small number of partner institutions who do have the capacity to digitize or describe their materials, however, will be welcomed to do so, and IU Bloomington Libraries will provide guidance during that process at any stage, as needed, to ensure that project standards are maintained.

This project has also been designed with the understanding that even when institutions cannot embark on digitization projects independently, it does not mean that faculty and staff at those institutions lack important knowledge regarding the items they conserve. We have thus sought to provide multiple avenues through which team leaders can benefit from the expertise of staff at our partner institutions, including: hosting a partner meeting in the summer of 2020 to encourage information sharing and collaboration among member institutions; conducting site visits to study manuscript items in situ and work with the staff to conduct the initial metadata pass on the manuscript items they hold; incorporating state-level working groups into the project design to assist with the transportation of manuscript items to IU Bloomington and to further engage partner institutions in project implementation and metadata expansion; and organizing a conference in the spring of 2023 that showcases the research that has been accomplished by our partner institutions into their collections and offers an opportunity to envision future avenues of study that can emerge through focusing on smaller manuscript collections and/or incorporating such collections into ongoing research projects.

## Principal Investigators/Primary Staff

In this section, summarize the relevant qualifications of up to three individuals who will be responsible for the deliverables named in the proposal, or other work specified in the project or technical plans.

- The qualifications of all named Principal Investigators (PIs) must be included here. Up to three PIs are allowed.
- If the project includes fewer than three PIs, applicants may optionally use this space to describe other important staff members.
- If any of the three individuals included in this section has not yet been identified, applicants should explain the nature of the qualifications required of a candidate for that role in the project.
- Individuals may not be named as PI on more than one proposal in an application cycle and may not serve as PI on two Digitizing Hidden Collections projects simultaneously.
- If this is a collaborative proposal, applicants are encouraged to select PIs from different institutions participating in the project, but no more than three PIs are allowed regardless of the number of collaborative partners.

(250 words max.)

Michelle Dalmau is an Associate Librarian and Head of Digital Collections Services (DCS) at the Indiana University Libraries and Co-Director for the Institute for Digital Arts & Humanities (IDAH), a research center of the Office of the Vice Provost for Research, Indiana University Bloomington. As Head of Digital Collections Services, Michelle manages and coordinates digital library services for the Libraries and affiliated cultural heritage organizations across all IU campuses.

Elizabeth Hebbard is an Assistant Professor of French at IU Bloomington. She has trained as a paleographer of both Latin and vernacular writing systems, and as a codicologist studying the construction and production of medieval manuscript and early print books. She is particularly interested in manuscript fragments, and in using digital tools to virtually reassemble books that have been dismantled and libraries that have been dispersed.

Sarah Noonan is an Assistant Professor of English at Saint Mary's College. She is the author of essays on manuscript studies, medieval reading practices, devotional literature, and pedagogical practice. She is a Regional Fellow of the Medieval Institute at the University of Notre Dame and specializes in medieval book history, codicology, and paleography.

### **How many staff will be assigned to this project?**

You may include students and volunteers in this list. List the number of applicable staff that will be assigned to the project and briefly describe their roles (e.g. professional, graduate student, etc.), noting how many are full-time and how many are part-time staff.

(75 words max.)

Manuscript Specialist/Metadata Creation:

Ian Cornelius, Edward L. Surtz, S. J., Associate Professor of English at Loyola University Chicago

Digitization/Repository Team:

Kara Alexander, Digital Media Specialist, Digital Collections Services, IU Bloomington

Caitlyn Smallwood, Digital Media Specialist, Digital Collections Services, IU Bloomington

Nick Homenda, Digital Initiatives Librarian for Pages Online, IU Bloomington

## **Will special skills or training be required?**

Explain the nature of any skills or training necessary to undertake the project and how the applicant institution intends to solicit or provide it.

(250 words max.)

The digitization will be completed by Digital Media Specialists at IU Bloomington's Digital Collection Services; they possess the skills necessary to complete this task and have ample experience in digitization. For the small number of partners (no more than four) who have the capacity and desire to complete the digitization of their materials in-house, IU Bloomington staff will provide any necessary training during the 2-day partner workshop that will be hosted at IU Bloomington in the summer of 2020.

Early in the project, we will provide all partner institutions with training regarding the standards required for descriptive metadata associated with the project, including the basics of manuscript description and how to derive metadata elements from any extant MARC records for these items. This training will also take place during our 2-day summer 2020 meeting and will be coordinated by Michelle Dalmau and Nick Homenda. Partners will use this training to complete the first pass of metadata creation for the items in their collections. Additional training regarding manuscript description, metadata creation, or digitization procedures will take place during on-site visits and partner working groups. On-site follow-up training will be provided by the project team, while IU Bloomington staff will provide additional advice or consultations during partner working groups. The project team will also compile and create resources on these topics that partner institutions will be able to access throughout the duration of the project.

## **Section 7. Sustainability**

Upload a digital preservation and discoverability plan explaining how project deliverables will be made secure and discoverable for the long term. This document is uploaded as a separate task in the application system.

## **Section 8. Institutional Capacity**

## **Institutional Priorities**

Describe the applicant's institutional priorities for digitization, digital collection development, maximizing access, and supporting scholarship, learning, and/or the public good, as well as those of any collaborating institution(s). Explain the relationship of the proposed project to those priorities. Applicants may mention or cite relevant details given elsewhere in the proposal and supporting documentation but need not repeat those details in their entirety. The purpose of this section is to provide space for additional evidence of the applicants' motivation to undertake the proposed project and sustain its outcomes beyond the project term.

(250 words max.)

The institutional priorities stated in the strategic plans for Indiana University (IU) (<https://strategicplan.iu.edu>), the IU Bloomington (IUB) campus (<http://provost.indiana.edu/plan>), and the IU Libraries (IUL) (<https://libraries.indiana.edu/strategicplan>) are a natural extension of IU's institutional strengths and demonstrate areas of new and continual growth for IU as a whole. In the IU strategic plan, President McRobbie sets forth the Digitization Master Plan for all campuses. The IUB strategic plan specifically includes the creation of services to store and provide access to digital collections; supporting their use in research, teaching and learning; and adapting library services to meet those needs. The IU Libraries 2016-2020 Strategic Plan establishes several goals and objectives that are upheld by the Peripheral Manuscripts project, including objective 2.4, which focuses on making hidden collections discoverable through digitizations. The IU Libraries digital infrastructure will continue to benefit from these university-wide priorities and from the strength of the university's underlying technical infrastructure. The Libraries' digital infrastructure, including curation-to-publication services like Pages Online, reflects our commitment to provide online access to special collections beyond IU and into the foreseeable future.

Many partner institutions prioritize pedagogical uses of their archival collections and are invested in making their holdings more accessible to researchers and community organizations. By collaborating with IU Bloomington, these institutions can provide expanded and sustainable access to their manuscript holdings to advance and support teaching and public outreach initiatives across their respective regions.

## **Institutional Strengths**

Describe the institutional strengths that justify the undertaking of the proposed project by the applicant and any collaborating institutions. Strengths may include existing infrastructure, partnerships, professional associations, staff experience, access to local expertise (scholars, volunteers, students),



financial or other resources, etc. Applicants may mention or cite circumstances that are described in greater detail elsewhere in the proposal but need not repeat those details in their entirety.

(500 words max.)

The institutional strengths of Indiana University (IU) and the affiliated project partners are considerable and speak to our anticipated success with Peripheral Manuscripts.

The Medieval Studies Institute (MEST) at IU comprises over forty faculty members from twenty departments across campus. Among these are numerous faculty with expertise and active research agendas in the subfields of medieval manuscript studies and early book history. These faculty train many talented graduate students specializing in medieval fields within their home departments who can elect to earn a PhD minor or a more rigorous area certificate in Medieval Studies through MEST. MEST works closely with the Lilly Library in numerous formal and informal ways: through regular annual and special events featuring the Lilly's medieval collections, as well as through the Lilly's support for teaching with rare materials. The activities of the Lilly Library and of MEST testify to their reputation for leadership and scholarship: Joel Silver, Director of the Lilly Library, is on the faculty of Rare Book School; in 2020, IU will host the annual conference of the Association for College and Research Libraries Rare Books and Manuscripts Section (RBMS); and in 2021, IU will host the annual meeting of the Medieval Academy of America.

IU has a long history in establishing successful information technology programs in support of teaching, learning, and research. In particular, IU has shown a strong commitment to establishing robust digital library infrastructure and digitization programs for preservation and access with the formation of the Digital Library Program in 1997 and thereafter strategic support from University Information Technology Services and the IU Libraries. Support for digitization now comes from the highest level with IU president, Michael McRobbie, funding the Media Digitization and Preservation Initiative (MDPI, <http://mdpi.iu.edu>), a campus-wide endeavor aimed at preserving and providing access to audio, video and film collections. The MDPI is a partnership between the IU Libraries and UITs that benefits from the Libraries' strengths in collection building, digital library research/development, and expertise in audio/video technologies and metadata.

IU is also a pioneer in the field of digital libraries, in the development and application of open source software, and was an early adopter of repository systems such as Fedora. IU's experience with Fedora dates back to 2003, when the IU Libraries served as one of the initial implementation partners on the Fedora project led by the University of Virginia and Cornell University. Since 2005, the IU Libraries have developed and maintain a series of preservation and access services -- Books/Serials, Finding Aids,

Images, Electronic Texts and others -- that facilitate the ingest of content into our digital library repository, and promote curation, preservation, and access including Pages Online, which is the service we will be using for this project.

## **Equity, Diversity and Inclusion**

Describe your project team's approach to equity, diversity, and inclusion by answering the following questions. Specifically address your team's efforts to include groups that are underrepresented among cultural heritage collections and practitioners. These include—but are not limited to— persons with disabilities, LGBTQIA+ individuals, and people of Hispanic or Latino, Black or African-American, Asian, Middle Eastern, Native Hawaiian or Pacific Islander, First Nations, American Indian, or Alaskan Native-descent.

- How have past experiences informed the project team's approach to equity, diversity, and inclusion?
- How will the proposed project help to increase representation of underrepresented communities in the historical record?
- In what ways will you encourage the participation of people with diverse perspectives in your project activities (e.g. hiring individuals from underrepresented groups), and how will these efforts be supported by the applicant institution(s)?
- How does the project broaden access to your collections? How does it reach new audiences and engage underrepresented communities?

(250 words max.)

An awareness of institutional inequalities has motivated this project and its commitment to ensuring that scholarly engagement with digitized medieval manuscript material is not predetermined by the economic capacity of holding institutions. At its core, then, this project is focused on bringing previously inaccessible material with limited discoverability into the public domain so that it can be studied by a global audience alongside manuscript items held by libraries around the world.

To ensure our consortium and project team also fosters an inclusive, diverse, and equitable environment among partners, we will: be certain that the labor of all partners and project staff is acknowledged on our website; promote equitable, inclusive practices of data collection in our discussions with partners; confirm that our digital repository employs metadata standards that meet universal discoverability requirements; be transparent in regards to our digitization standards and provide publically-available

documentation of our processes; and welcome input on the project design and workflow from all partner institutions at all stages of the project. Any hiring of student workers or replacement staff will be conducted according to IU Bloomington's Statement on Diversity (<https://college.indiana.edu/about/diversity-inclusion.html>) and in line with the project team's commitment to ensuring that diverse perspectives are welcomed in all aspects of our project's development and implementation. And, in our culminating conference, we will publicly acknowledge the labor and contributions of all parties as we highlight the significance of partner manuscript holdings and explore the new narratives of manuscript circulation and collection that can be established through those materials.

### **Building capacity**

Describe how this project contributes to building local institutional capacity, including the professional development of all staff involved.

(250 words max.)

Elizabeth Hebbard, Ian Cornelius, and Sarah Noonan will develop additional expertise in manuscript description and gain a comprehensive familiarity with the manuscript material housed at institutions across the Midwest. This familiarity could shape their scholarly output for the foreseeable future, as they are invested in bringing attention to the collections of our collaborators by publishing on items that pertain to their on-going research interests.

Digitization specialist, Kara Alexander has a BA in Art History (Medieval Art focus) and Caitlyn Smallwood, has BA in History (Medieval History minor). They are both excited about this project, and, while both are accustomed to handling manuscripts, they do not often have the opportunity to work with materials from this time period and at this level of concentration. They anticipate the challenges that come with capturing materials from this time period, and the opportunity to enlist multiple digitization approaches for the best digital facsimile representation. Both are also looking forward to re-benchmarking timelines for capture of fragile materials, and are eager to try new management approaches required of their lab, which is serving as a digitization hub across the Midwest.

Though most partners will not be engaged in digitizing their holdings, they will all nonetheless be provided with resources (digitization specifications, descriptions of workflow and quality control procedures, etc.) that could serve as models for future digitization initiatives at those institutions, and the consortium will also provide partners with a regional network that could serve as the foundation for collaborative projects in the coming years.

**Provide up to three examples of prior initiatives that demonstrate preparedness of the institution(s) to undertake project work.**

**Initiative #1**

(100 words max.)

The Medieval Studies Institute (MEST) at Indiana University organizes, jointly with the Lilly Library, an annual conference called Mediaevalia. The event, hosted at the Lilly, features invited scholars who present their work in the field of manuscript studies from late Antiquity to the Reformation in a public lecture and a workshop, using the collections of the Lilly to teach or demonstrate aspects of their research interests to an audience of local scholars, students, and community members. The series seeks to offer a concrete understanding of the ways new knowledge is created from studying the material aspects of the early book.

**Initiative #2**

(100 words max.)

Similar to the model proposed for Peripheral Manuscripts, collaborations between the IU Libraries, University Information and Technology Services and IU Bloomington's Center for Biological Research Collections led to the creation of the Imago digital repository for the curation, preservation and access of biological collections. The partnerships have extended beyond IU with herbaria across the state of Indiana including Huntington University, Ball State, Purdue and others. Imago relies on 2D/3D digitization workflows and metadata integration with standards from the scientific community. The repository framework supports sharing of this content with biodiversity data aggregators, increasing the collection's visibility and research usability.

**Initiative #3**

(100 words max.)

Collaboration is integral to advancing collection-building and digital infrastructure for preservation and access. Indiana University is part of several collaborative initiatives, big and small: HathiTrust Digital Library and Research Center, DuraSpace (Fedora, DSpace, VIVO), Hydra, Avalon Media System project (<http://www.avalonmediasystem.org/>) that includes partners like the Rock and Roll Hall of Fame and WGBH Boston, Reveal Digital (<http://www.revealdigital.com/>), and Indiana Memory DPLA Service Hub, to name a few.

## Section 9. Funding

### Budget Documents

CLIR requires all applicants to complete and upload two budget documents:

- **Budget Narrative** (See the Applicant Guidelines for detailed information about the Budget Narrative) *No page limit, max. 2MB, .pdf format only*
- **Budget Detail** (See the Applicant Guidelines for detailed information about the Budget Detail) *Must be submitted using CLIR's Excel Form, max. 2MB, .xlsm format only*

Note: These documents can be uploaded after the Application Form is complete.

## Section 10. Applicant Information

### Applicant Institution Address

The address of the lead applicant institution. If selected for funding, recipients will have another opportunity to specify the address(es) to which the official award letter and check shall be sent.

Payable to Institution Name	Trustees of Indiana University
Department	Office of Research Administration
Contact Name	Steven A. Martin, Asso VP for Research Administration
Address	509 E 3RD Street
City	Bloomington
State	Indiana
Zip Code	47401-3654

## Contact information for principal investigator(s)

Provide the contact information for the proposed project's primary Principal Investigator(s) (PIs). The PI(s) will take direct responsibility for completion of the project, should funds be awarded. They must be significantly involved with the project's direction and execution and will be responsible for submitting required narrative and financial reports to CLIR.

The primary Principal Investigator, to be listed first, is the person who will take direct responsibility for completion of the project, should funds be awarded. They should be significantly involved with the project's direction and execution and will be responsible for submitting required narrative and financial reports to CLIR and for all other project-related communications with CLIR. Normally the primary Principal Investigator is formally affiliated with the Applicant Institution.

*Note: Applicants may propose up to three PIs for their project. All applicants must assign at least one PI.*

### Principal Investigator #1

Mr./Ms./Mx./Dr. (etc.)	Dr.
First Name	Elizabeth
Last Name	Hebbard
Title	Assistant Professor of French
Institution	IU Bloomington
Email	ehebbard@iu.edu
Address	Department of French and Italian Global and International Studies Building 355 North Jordan Avenue
City	Bloomington
State	Indiana
Zip Code	47405
Country (if not U.S.)	(No response)

### How many additional PIs would you like to propose?

2

**Principal Investigator #2**

Mr./Ms./Mx./Dr. (etc.)	Ms.
First Name	Michelle
Last Name	Dalmau
Title	Associate Librarian and Head of Digital Collections Services and Co-Director for the Institute for Digital Arts & Humanities
Institution	IU Bloomington
Email	mdalmau@indiana.edu
Address	Herman B Wells Library, W501 1320 East 10th Street
City	Bloomington
State/Province	Indiana
Zip Code	47405
Country (if not U.S.)	(No response)

**Principal Investigator #3**

Mr./Ms./Mx./Dr. (etc.)	Dr.
First Name	Sarah
Last Name	Noonan
Title	Assistant Professor of English
Institution	Saint Mary's College
Email	snoonan@saintmarys.edu
Address	221 Spes Unica Hall
City	Notre Dame
State/Province	Indiana
Zip Code	46556-5001
Country (if not U.S.)	United States

**Is CLIR's point of contact during the application period someone other than the proposed Principal Investigator (e.g. a grants administrator or project manager)?**

Yes



## Application Contact

If CLIR's point of contact during the application period should be someone other than the proposed Principal Investigator(s) (e.g. a grants administrator or project manager), enter the name and contact information for the relevant individual here.

- If an Application Contact is designated, CLIR will address any questions related to a submitted application to this person.
- Should a proposal be approved for funding, CLIR will address any subsequent questions related to a funded project to the primary Principal Investigator.

Mr./Ms./Mx./Dr. (etc.)	Mr.
First Name	Steven A.
Last Name	Martin
Title	Asso VP for Research Administration
Institution	IU Bloomington
Email	rugs@indiana.edu
Address	509 E 3RD Street
City	Bloomington
State	Indiana
Zip Code	47401-3654



### Final Proposal Supplemental Questions

Completed - Sep 17 2019

## Final Proposal Supplemental Questions

## Final Proposal Adjustments

Following the initial proposal round, reviewers provided feedback regarding your application. The final proposal should be revised to address the comments made by reviewers. Briefly summarize the changes you have made in the final version in response to their comments and point to where the revisions can be found in the final proposal.

(250 words max.)

The number of institutional partners who will participate in this project has changed. Four institutions (the University of Detroit Mercy, Denison University, Saint Catherine's University, and Grand Valley State University) have dropped out of the project due to staffing constraints and other internal issues. One institution (Truman State University) has joined the project. Revisions necessitated by this change are found throughout the application: in the main proposal, list of collections, project plan, technical plan, and budget and budget narrative.

Despite losing a net of three institutions, the amount of material to be digitized has increased due to the inclusion of Truman State University's holdings and the acquisition or identification of additional pertinent items by three partners (Loyola University Chicago, Marquette University, and the University of Saint Mary of the Lake). Our project now proposes to digitize 78 codices (up from 67) and 406 fragments (down from 420), for a total of 22,532 digital files (up from 21,380). We have addressed reviewer comments regarding the metadata and terminology standards to be employed in this project (Section 5) and end-user access to images via Pages Online (Technical Plan).

Our total request is now \$286,436.10, which is \$23,009 less than our first-round request. The revised budget addresses reviewers' concerns about digitization benchmarks. It also reflects changes in salary due to a promotion, changes in fringe rates, updated travel costs (these reflect the final partnership arrangement), and updated manuscript totals.

## Rationale for digitization service provider selection

If digitization will be conducted by an external vendor, explain why you selected that service provider. Discuss elements of the service provider proposal that had significant impact on the final decision and why you trust they will perform technically competent and cost-effective digitization. Compare these elements with the offerings of alternate service providers considered during project planning.

(150 words max.)

N/A

## Is your organization a college, university or federally recognized tribal organization?

Yes



### Representative Thumbnail Image

Completed - Apr 1 2019

Upload one image to represent the project.

### 01\_Single Representative Image

Filename: 01\_Single\_Representative\_Image.jpg Size: 535.7 kB



### List of collections to be digitized

Completed - Sep 16 2019

The list of collections to be digitized must follow the format found in this [template](#). This document lists the nominated collections included in the project, the sizes of the collections, the holding institution(s), the formats of the collection material, and re-usage rights for each collection.

### 02\_CLIR\_Supplement\_ListofCollections

Filename: 02\_CLIR\_Supplement\_ListofCollections.xlsx Size: 54.0 kB



### Representative samples of materials to be digitized

Completed - Apr 1 2019

Upload a .pdf document containing images of up to ten (10) selected items from the collection(s) to be digitized. This document must be no more than 10 pages in length. Each image should be accompanied by a description and full citation that includes the following:

- The name of the holding institution,

- The collection title,
- Any identification numbers or shelfmarks, and
- Any available information about rights or licensing.

The document may contain embedded URLs linking to additional content, such as sample audio or audiovisual files, but must contain samples of no more than ten items.

(max 10 pages)

## 02\_RepresentativeManuscripts, Peripheral Manuscripts, CLIR Hidden Collections 2019

Filename: 02\_RepresentativeManuscripts\_Periphera\_84GkEBC.pdf Size: 6.5 MB



### Rights, Ethics, and Re-Use statement

**Completed** - Sep 17 2019

Upload a description of up to four pages that:

- Summarizes all known rights, embargoes, and access or legal restrictions applicable to the source materials to be digitized and describes how these rights, embargoes, or restrictions will be communicated to the public (such as employing the standardized, machine-readable statements provided at RightsStatements.org);
- Identifies and explains any ethical considerations that affect circulation of, access to or re-use of the digital copies;;
- Explains the basis upon which the proposed activities are justifiably legal and ethical;
- Explains the specific terms under which users of the collections will be able to access and re-use the digital copies created through the project;
- Describes any other measures to be taken to restrict access to or re-use of the digital copies in order to comply with the law or with applicable, pre-existing agreements or contracts;
- Describes how the institution will uphold ethical and moral claims and the rights of interested individuals or communities if personally or culturally sensitive information is present (or could potentially be present); and
- Clarifies and strongly justifies decisions that led you to tick any of the boxes in Section 5: Rights, Ethics, and Re-Use of the application form

This statement should not be a “boilerplate” institutional policy or template, but should be tailored to this project and to the requirements above. The statement should describe any assumed rights, explaining thoroughly why rights are known to be open or, conversely, why rights are known to be restricted. Approaches that avoid due diligence by shifting responsibility for determining usage rights to users have been viewed unfavorably by reviewers for this program. Applicants may include copies of institutional policies, deeds of gift, or other additional documents in this section as an optional appendix to this section. This appendix must be combined into the same PDF as the statement, led by a cover sheet identifying each additional document.

(max. 4 pages plus optional appendix)

#### 04\_Rights, Ethics, and Re-Use Statement with Optional Appendix\_MOU, Peripheral Manuscripts, CLIR Hidden Collections 2019

The Rights statement includes an optional appendix per CLIR's recommendation that reflects a draft MOU we would share with the partners.

Filename: 04\_Rights\_Ethics\_and\_Re-Use\_Statement\_\_gQ2dZ85.pdf Size: 377.6 kB



#### Community letter(s) of support

Incomplete

Upload letter(s) of support from community representatives.



#### Letters of Scholarly Support

Completed - Sep 16 2019

Upload three letters of scholarly support for your project.

#### LFD letter for Peripheral Manuscripts

Filename: LFD\_letter\_for\_Peripheral\_Manuscripts.pdf Size: 90.2 kB

#### CRSNewberryCLIRLetterPeripheral

Filename: CRSNewberryCLIRLetterPeripheral.pdf Size: 97.4 kB

#### Porter\_Dot\_Penn\_Letter

Filename: Porter\_Dot\_Penn\_Letter.pdf Size: 82.5 kB



#### Project Plan

Completed - Sep 16 2019

**Upload a project plan with timeline that includes all major project activities and deliverables.**

The timeline for the project should be as explicit as possible.

- The plan should identify major activities to be undertaken during each quarter of the proposed grant term and name the parties who will participate in those activities.
- The plan may include tables, diagrams, images, references, etc. at the applicant's discretion, but may not exceed the three-page limit.
- To ensure clarity for reviewers, the language used to describe project activities and deliverables should be the same as that used elsewhere in the proposal, such as in the list of project deliverables or in the technical

plan.

(max. 3 pages)

## 05\_CLIR\_Supplement\_Project Plan with Timeline - Google Docs

Filename: 05\_CLIR\_Supplement\_\_Project\_Plan\_with\_\_GbwPGLR.pdf Size: 92.4 kB



### Technical Plan

Completed - Sep 17 2019

This document should explain how the equipment, technologies, standards, specifications, and methodologies to be employed for the project relate to one another in a step-by-step workflow that will result in the project's major deliverables.

- It is highly recommended that this document include at least one “mock-up” image that gives reviewers a clear idea of the context within which newly created digital files will be presented online, including examples of all descriptive information or metadata to be created and associated with those files. Any metadata or content that will be restricted in some way should be clearly marked.
- After outlining the proposed workflow in detail, applicants should briefly explain how the proposed methods and tools relate to current practice at their institution or in their community, mentioning any particularly innovative features of their approach within this context.
- Describe the proposed approach for quality control of the project deliverables.
- Applicants must explain the standards or technologies to be employed and explain why these best suit their project. Any deviations from the selected standards should be explained and justified. Applicants might find information from the Digitizing Special Formats wiki, which is curated by CLIR's Digital Library Federation (DLF) program, helpful in making technical plans. .
- For technical specifications (e.g. resolution, bit depth, etc.), reviewers typically expect applicants to adhere, at a minimum, to the recommendations by the Federal Agencies Digitization Guidelines Initiative (FADGI), unless an alternate standard is proposed.

(max. 4 pages)

## 06\_Technical Plan, Peripheral Manuscripts, CLIR Hidden Collections 2019

Filename: 06\_Technical\_Plan\_Peripheral\_Manuscrip\_DMZ6FIU.pdf Size: 616.9 kB



### PI Resumes/CVs

Completed - Sep 16 2019

Resumes are required for all Principal Investigators named on the project.

- Although a project may have more than three assigned persons, no more than three resumes may be uploaded. Only include resumes for the primary personnel on the project.
- If a project does not have three listed Principal Investigators, any remaining slots may be used to upload resumes of other key personnel.
- In cases where key personnel have not yet been identified, a job description may be provided instead.
- All proposals must adhere to the limit of three resumes, including those for large multi-institution or consortial initiatives.

## 06\_cv\_mdalmau

Filename: 06\_cv\_mdalmau.pdf Size: 287.5 kB

## 06\_cv\_Noonan

Filename: 06\_cv\_Noonan.pdf Size: 157.0 kB

## 06\_cv\_Hebbard

Filename: 06\_cv\_Hebbard.pdf Size: 175.5 kB



### Letter of Support: Institutional

Completed - Sep 16 2019

Upload a letter of support from the head administrator of the applicant institution.

## Merged\_Letters\_Institutional\_Support

Filename: Merged\_Letters\_Institutional\_Support.pdf Size: 4.4 MB



### Digital Preservation and Discoverability Plan

Completed - Sep 17 2019

Upload a digital preservation and discoverability plan explaining how project deliverables will be made secure and discoverable for the long term.

- The digital preservation and discoverability plan should identify where digital files created through this project will be stored, how they will be backed up, and the steps the applicant will take to ensure that the files and metadata are checked regularly for continued integrity (i.e., lack of corruption, loss and/or errors) and monitored for possible future migration
- This plan should identify clearly the parties accepting responsibility for sustaining those preservation activities after the conclusion of the project; the basic terms under which they would provide such services; and the qualifications of the parties to provide them. Should any such activities be outsourced, applicants can upload the relevant subcontracts (or proposals/requests for proposals, as appropriate) on the Funding tab.
- The plan should describe actions to be taken if technical or other circumstances require the migration of project files and metadata from one system to another.
- The plan should also explain how digital files, their associated metadata, and any software developed through the project will be made easily discoverable and accessible to relevant user communities for the long term. It should justify why these means are appropriate given the subject matter and/or users of the source materials to be digitized. This explanation should include any measures to be taken to maintain, update, aggregate and publish project metadata for external harvesting.
- If access to digital copies created through the project will be restricted or controlled in some way, the digital preservation and discoverability plan should explain how these access policies will be re-assessed and adjusted in the future. Applicants may choose to cite or briefly mention plans detailed elsewhere in the proposal rather than repeating such information.

(max 2 pages)

## 07\_Digital Preservation and Discoverability Plan, Peripheral Manuscripts, CLIR Hidden Collections 2019

Filename: 07\_Digital\_Preservation\_and\_Discoverab\_JVm80mN.pdf Size: 106.6 kB



### Budget Narrative

Completed - Sep 17 2019

Budget narrative No page limit, max. 2MB, .pdf format only

The budget narrative must describe and justify the cost assumptions for each category and line item in the budget detail. The narrative should include the following six sections, as applicable to your project.

- Line items: Explain the need for each budget line and the method(s) used to compute the projected costs.
- In-house digitization costs: Explain how you have arrived at your cost estimates for in-house digitization and metadata creation, including a description and justification for the calculation(s) used. Your explanation must include details about how salary and benefit amounts have been calculated as well as per-item digitization and metadata creation cost estimates for each type of material to be digitized through the grant. CLIR and the Digitizing Hidden Collections review panel are committed to supporting fair compensation for workers on funded projects, including for contingent laborers.
- Vendors: If the digitization work is being outsourced, include the vendor(s) being considered and describe and justify the associated costs. See CLIR's Guidelines for grants involving consultants or subcontractors for more information. Note that formal vendor quotes are not required until the second round of competition, when they should be uploaded under "subcontracts."
- Grant management: Briefly explain how the applicant institution would manage the grant funds if awarded.
- Cost share: Describe the direct contributions to be made by the applicant (and partnering) institutions to the project, e.g., staff time or the purchase of equipment and supplies for which grant funds are not being requested. Cost share is not required in this program, but reviewers consider cost sharing as one indicator of institutional support when evaluating the proposal. If your institution prohibits including a cost share in a proposal, applicants should specifically note this. CLIR does not fund indirect costs, and indirect costs should not be included as part of an applicant's cost share. CLIR's indirect cost policy is at: <https://www.clir.org/hidden-collections/applicant-resources/indirect-cost-policy/>.
- Private foundations (if applicable): Applicants whose organizations are private foundations must include a section in the budget narrative addressing the foundation's need for external funding support through this program. The rationale should identify the major funding sources of the organization and state the reasons the activities described in the proposal cannot be supported from these sources
- Collaborative partners (if applicable): Describe how grant funds will be shared by the participating partner institutions and how the proposed distribution of funds will encourage an equitable partnership. If one or more institutions will receive a significantly greater proportion of the grant funds than the other collaborating partner(s), explain the reasoning behind this distribution of funds and how it will benefit all partners.



You may also include additional narrative sections related to your budget as necessary to provide the reviewers with appropriate context.

## 09\_Budget Narrative, Peripheral Manuscripts, CLIR Hidden Collections 2019

Filename: 09\_Budget\_Narrative\_Peripheral\_Manuscr\_sy9bpCx.pdf Size: 140.0 kB



### Budget Detail

Completed - Sep 17 2019

Provide a detailed budget broken out by year. The budget detail must be submitted using CLIR's budget form. Should the proposal be selected for funding, this budget will also be used to report financials in the project's interim and/or final reports to CLIR.

- If this is a collaborative project, funds will be disbursed to the applicant institution. CLIR will not disburse funds for one award to several institutions. The submitted budget should aggregate the total funds requested.
- Cost share should not be included in the budget detail. However, applicants are encouraged to note any financial or in-kind support provided by their institution in support of this project as part of their budget narrative.
- For more detailed information about the budget, including step-by-step instructions on completing the form, refer to the Appendix A: Budget of the application guidelines.

## 09\_rev\_budgetDetail\_PeripheralManuscripts\_CLIRHC\_2019

Filename: 09\_rev\_budgetDetail\_PeripheralManuscr\_2ktyHAz.xlsx Size: 31.4 kB



### Subcontracts

Incomplete

Provide any subcontracts for work associated with this project. Quotes from vendors may be provided in lieu of more formal contract documents as necessary, as long as the relevant work to be conducted and costs incurred are clearly delineated.



### Proof of Nonprofit Status

Completed - Apr 1 2019

All applicants, including collaborating institutions, must provide proof of their non-profit status. This document must include the applicant institution's legal name and Employer Identification Number (EIN; this number is also known as a Federal Tax Identification Number).

All applicant institutions must provide a copy of their IRS determination letter, with the exceptions of universities and government units. Universities may provide their EIN in lieu of an IRS letter. Government units may submit a copy of their charter or the legislative act that established their unit.

Indian Tribes, Alaska native villages, regional corporations, and village corporations must instead provide documentation demonstrating formal status, such as the list of eligible entities from the Bureau of Indian Affairs or the applicable provisions in the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.).

## 10\_501(c)(3) IRS Determination Letter\_16 August 2002

Filename: 10\_501c3\_IRS\_Determination\_Letter\_16\_A\_AgBMzKi.pdf Size: 103.0 kB



### Board/Trustee List

Completed - Sep 16 2019

Upload a current list of board or trustee members for the applicant institution. The list must be on the applicant institution's letterhead.

- This is not required for colleges/universities, federally-recognized tribes, or government units. It is required for all other applicants.
- For collaborative projects, each institution must provide this information; multiple lists should be merged into one PDF for upload.

### Muskegon Trustees (1)

Filename: Muskegon\_Trustees\_1.pdf Size: 248.5 kB