



Finding Aid for the Howard Besser Museum Educational Site Licensing Project Papers, 1983, 1992-1999, and undated IA20019

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Summary Information

- Repository:** Institutional Records and Archives
- Creator:** Besser, Howard
- Title:** Museum Educational Site Licensing Project papers
- ID:** IA20019
- Dates:** 1983, 1992-1999, undated (bulk 1996-1998)
- Extent:** 4.77 Linear Feet (12 boxes)
- Request Materials:** To access physical materials at the Getty, go to the [library catalog record](#) for this collection and click "Request an Item." Click here for [general library access policy](#). See the Administrative Information section of this finding aid for access restrictions specific to the records described below. Please note, some of the records may be stored off site; advanced notice is required for access to these materials.
- Language:** English .
- Abstract:** Papers consist of reports, printed matter, correspondence, letters, memoranda, notes, surveys, agenda, minutes, legal documents, and photographs, 1983, 1992-1999 and undated (bulk 1996-1998), created and used by Howard Besser, Principal Investigator and other participants in the Museum Educational Site Licensing Project, sponsored in part by the Getty Art History Information Program. The records describe the genesis, development, execution, and evaluation of the project.

Preferred Citation

[Cite the item and series (as appropriate)], Museum Educational Site Licensing Project Papers, 1983, 1992-1999 and undated, Howard Besser. Institutional Archives, Research Library, Getty Research Institute, Finding aid no. IA20019.

<http://hdl.handle.net/10020/cifaia20019>

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Administrative History

The Museum Educational Site Licensing (MESL) Project (1994-1997) was designed to explore the feasibility of networked distribution of digital museum content in educational settings. The Project grew out of two meetings held in March 1994, the first was sponsored by the Getty Art History Information Program (AHIP), and the second by MUSE Educational Media. The AHIP meeting's purpose was to announce the launch of a digital imaging initiative; the MUSE meeting's purpose was to discuss the results of a study for developing model licensing agreements for digital media on CD-ROMs. Detailed planning for the MESL Project took place during the summer of 1994 and involved David Bearman (President, Archives and Museum Informatics), Howard Besser (Associate Professor, Information and Library Studies, University of Michigan), Eleanor Fink (Director, AHIP), Geoffrey Samuels (Director, MUSE Museum Multimedia Study Group), and Jennifer Trant (Consultant, and Manager of the Imaging Initiative, AHIP).

The MESL Project was originally framed as a testbed demonstration project to bring together museums and universities to explore the administrative, legal, economic, technical and educational issues surrounding networked distribution of museum content for educational use. The organizational phase of the project was supported by AHIP and MUSE Educational Media. The second phase of the Project was supported by a grant from the Andrew W. Mellon Foundation, and focused on studying the costs and benefits of networked distribution of digital museum information for educational use.

The Project was officially launched in September 1994 with the initial call for participation. Over 80 museums and universities submitted applications; 6 cultural institutions and 7 universities were chosen by the Project's Managing Committee. The cultural institutions were: The Fowler Museum of Cultural History, UCLA; George Eastman House; Harvard University Art Museums; the Museum of Fine Arts, Houston; the National Gallery of Art; and the National Museum of American Art. In 1995, the Library of Congress was added. The 7 universities were: American University; Columbia University; Cornell University; University of Illinois, Urbana-Champaign; University of Maryland at College Park; University of Michigan—Ann Arbor, Dearborn and Flint; and the University of Virginia.

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Scope and Content of Collection

Papers consist of reports, publications, correspondence, letters, memoranda, notes, forms, surveys and questionnaires, brochures, pamphlets, clippings, press releases, agenda, minutes, invoices, contracts, and photographs, 1983, 1992-1999 and undated (bulk 1996-1998), created and used by participants in the Museum Educational Site Licensing Project, and collected by Howard Besser, Principal Investigator. The records describe the genesis, development, execution, and evaluation of the Project. The bulk of the records describe the Andrew W. Mellon Foundation-funded phase of the Project.

The reports and proposals included in the records outline the methodology for, and provide summary information about, the Project and its results during its Andrew W. Mellon Foundation-funded phase. Included are the grant proposal, written and submitted by Howard Besser, Principal Investigator, to the Mellon Foundation requesting funds to study the economic aspects of the MESL Project; technical reports submitted by the participating institutions; and two versions of the final report, *The Cost of Digital Image Distribution: The Social and Economic Implications of the Production, Distribution and Usage of Image Data*, authored by Howard Besser and Robert Yamashita (Project Manager).

The data gathering records describe the selection process for participating institutions and provide information about the design and results of data gathering. The materials contain the institutional applications of the University of Virginia, American University, University of Illinois at Urbana-Champaign, University of Maryland at College Park, University of Michigan, Columbia University, the Fowler Museum of Cultural History, George Eastman House, Harvard University Art Museums, the Museum of Fine Arts, Houston, Library of Congress, National Gallery of Art, and the National Museum of American Art.

The evaluation process funded through the Mellon Foundation, which focused on the economic implications of the Project, is documented through surveys and questionnaires completed by the participating institutions. These records also contain documents describing the development of the evaluation process, the evaluation itself, and its results. These records contain correspondence between Besser, Jennifer Trant, Beth Sandore (consultant), and other individuals involved in the evaluation.

Finally, the records contain publications and presentations produced by Howard Besser and participants in the Museum Educational Site Licensing Project, provide information about administrative matters related to the execution of the Project (specifically the Project's Advisory Board, meeting minutes, budget and expense information, and personnel records), and contain research and background materials collected by Howard Besser.

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Organization

These records are organized in six series: Series I. Proposals and reports, 1992-1999; Series II. Gathered data, 1994-1998; Series III. Evaluation materials, 1995-1998 and undated; Series IV. Publications and presentations, 1995-1999; Series V. Administrative records, 1995-1999 and undated; Series VI. Research and background materials, 1983, 1992, 1994-1998 and undated.

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Administrative Information

Restrictions on Access

The records in accession 2002.IA.05, subject to review for permanently closed information, are open to qualified researchers. Requests for access will be reviewed on a case-by-case basis.

The following types of records are permanently closed: records containing personal information, records that compromise security or operations, legal communications, legal work product, and records related to donors. The J. Paul Getty Trust reserves the right to restrict access to any records held by the Institutional Archives.

Restrictions on Use

Contact [Rights and Reproductions](#) at the Getty Research Institute for copyright information and permission to publish.

Acquisition Information

The records in this finding aid originated in accession 2002.IA.05, donated by Howard Besser, Principal Investigator for the Museum Educational Site Licensing Project.

Processing History

A preliminary inventory of the records was made by Institutional Archives staff prior to 2004. In 2005 Sue Luftschein rehousing the material and encoded this finding aid based, in part, on the original inventory.

The records arrived in no apparent order. The series arrangement in this finding aid is an attempt to reflect the areas of concern, and the products, of the project and its participants, based on the contents of the records themselves.

Some items, particularly faxes on thermal paper, were photocopied for preservation purposes.

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Controlled Access Headings

Contributor(s)

- American University (Washington, D.C.)
- Andrew W. Mellon Foundation

- Columbia University
- Cornell University
- George Eastman House
- Getty Art History Information Program
- Harvard University. Art Museums
- Library of Congress
- MUSE Film and Television
- Museum Educational Site Licensing Project
- Museum of Fine Arts, Houston
- National Gallery of Art (U.S.)
- National Museum of American Art (U.S.)
- Sandore, Beth
- Trant, Jennifer
- University of California, Los Angeles. Fowler Museum of Cultural History
- University of Illinois at Urbana-Champaign
- University of Maryland at College Park
- University of Michigan
- University of Virginia
- Yamashita, Robert

Subjects - Topics

- Art -- Computer network resources
- Picture archiving and communication systems -- United States
- Pictures in education -- United States -- Data processing

Genres and Forms of Materials

- Agendas (administrative records)
- Brochures
- Clippings (information artifacts)
- Contracts
- Correspondence
- Forms (documents)
- Invoices
- Letters (correspondence)
- Memorandums
- Minutes
- Notes
- Pamphlets
- Photographs
- Press releases
- Publications
- Questionnaires
- Reports
- Surveys (documents)

Collection Inventory

Series I. Proposals and reports, 1995-1999 1.25 Linear Feet (3 boxes)

Scope and Contents note:

Papers consist of reports, proposals and correspondence, 1992-1999, of the Museum Educational Site Licensing Project that outline the methodology for, and provide summary information about, the Project and its results during its Andrew W. Mellon Foundation-funded phase. Included are the grant proposal, written and submitted by Howard Besser, Principal Investigator, to the Mellon Foundation requesting funds to study the economic aspects of the MESL Project; the museum and university technical reports, which describe the technical issues involved in the dissemination of MESL content and report on the experience; a draft of *MESL Perspectives*, published simultaneously with the final report, and providing "unofficial insights" into the Project; a draft of the final report submitted to the Mellon Foundation; and two versions of the final report, *The Cost of Digital Image Distribution: The Social and Economic Implications of the Production, Distribution and Usage of Image Data*, authored by Howard Besser and Robert Yamashita (Project Manager). The final report originally appeared in July 1998 and was reprinted in June 1999.

Some duplication appears within the records.

Arrangement:

These records are arranged in general chronological order.

Title/Description	Containers	
Mellon—proposals, correspondence, 1995-1996	Box 2002.IA.05-1	Folder 1
Mellon grant, 1995-1996	Box 2002.IA.05-1	Folder 2
Original grant proposal, 1996	Box 2002.IA.05-1	Folder 3
Proposal drafts and supporting documents, 1996 [2 files]	Box 2002.IA.05-1	Folder 4-5
Proposal, 1996	Box 2002.IA.05-1	Folder 6
Proposal (annotated), circa 1996	Box 2002.IA.05-1	Folder 7
MESL description, 1996	Box 2002.IA.05-1	Folder 8
Report to advisory board, November 18, 1996	Box 2002.IA.05-1	Folder 9
Project materials, 1. MESL information, 1996 [2 files]	Box 2002.IA.05-1	Folder 10-11
"MESL Data Dictionary," 1996	Box 2002.IA.05-1	Folder 12
Technical report development, 1996-1997		

	Box 2002.IA.05-1	Folder 13
Museum technical reports, 1996-1997 [7 files]	Box 2002.IA.05-1	Folder 14-20
Project materials, volume 1: Management:		
1997 [1-3 of 4 files]	Box 2002.IA.05-1	Folder 21-23
1997 [4 of 4 files]	Box 2002.IA.05-2	Folder 1
Museum technical reports (project materials, volume 2): 1996-1997 [9 files]	Box 2002.IA.05-2	Folder 2-10
Content selection in the MESL Project, 1997	Box 2002.IA.05-2	Folder 11
University technical reports, 1997 [8 files]	Box 2002.IA.05-2	Folder 12-19
American University technical report:		
March 13, 1997 [1-3 of 4 files]	Box 2002.IA.05-2	Folder 20-22
March 13, 1997 [4 of 4 files]	Box 2002.IA.05-3	Folder 1
Technical report, University of Illinois, Urbana-Champaign, 1997	Box 2002.IA.05-3	Folder 2
Museum report draft, undated	Box 2002.IA.05-3	Folder 3
MESL terms and conditions, 1997	Box 2002.IA.05-3	Folder 4
Interim draft report and letter, 1997 [2 files]	Box 2002.IA.05-3	Folder 5-6
Final report draft introduction, 1997	Box 2002.IA.05-3	Folder 7
MESL Perspectives, 1997 [2 files]	Box 2002.IA.05-3	Folder 8-9
Proposed contents, final report, 1997	Box 2002.IA.05-3	Folder 10
Final report:		
Project background and history, 1997-1998	Box 2002.IA.05-3	Folder 11
Terms and conditions—framing the issues, 1997-1998	Box 2002.IA.05-3	Folder 12
Terms and conditions—issues, 1997-1998		

	Box 2002.IA.05-3	Folder 13
Terms and conditions–summary of issues, 1997-1998	Box 2002.IA.05-3	Folder 14
Content selection, 1997	Box 2002.IA.05-3	Folder 15
Technical issues introduction, 1997	Box 2002.IA.05-3	Folder 16
MESL data dictionary and data export process, 1997	Box 2002.IA.05-3	Folder 17
Digital image production issues, 1997	Box 2002.IA.05-3	Folder 18
The MESL distribution process, 1997	Box 2002.IA.05-3	Folder 19
Use and impact, 1998	Box 2002.IA.05-3	Folder 20
MESL impact: museum perspective, 1998	Box 2002.IA.05-3	Folder 21
MESL impact: university perspective, 1998	Box 2002.IA.05-3	Folder 22
Summary report, 1998	Box 2002.IA.05-3	Folder 23
MESL casual user survey, July 11, 1997	Box 2002.IA.05-3	Folder 24
Executive summary, July 15, 1997	Box 2002.IA.05-3	Folder 25
Introduction [to Economics section], circa 1997	Box 2002.IA.05-3	Folder 26
Annotated draft reports, 1998	Box 2002.IA.05-3	Folder 27
Final report notes, 1998	Box 2002.IA.05-3	Folder 28
Howard Besser and Robert Yamashita, <i>The Cost of Digital Image Distribution</i> , July 1998 [3 files]	Box 2002.IA.05-3	Folder 29-31
Richard Ekman correspondence, 1998-1999	Box 2002.IA.05-3	Folder 32
Howard Besser and Robert Yamashita, <i>The Cost of Digital Image Distribution</i> , June 1999 [3 files]	Box 2002.IA.05-3	Folder 33-35
Howard Besser and Robert Yamashita, <i>The Cost of Digital Image Distribution</i> , June 1999 [3 files]	Box 2002.IA.05-4	Folder 1-3

General note:
[2nd printing.]

MESL art production guidelines, undated	Box 2002.IA.05-4	Folder 4
Robert Yamashita, Chapter 1, Background, undated	Box 2002.IA.05-4	Folder 5
Stephenson, Christie, Patricia McClung, eds. <i>Delivering Digital Images: Cultural Heritage Resources for Education (The Museum Educational Site Licensing Project, Volume I)</i> Los Angeles: The Getty Information Institute, 1998	Box 2002.IA.05-4	Folder 6
Stephenson, Christie, Patricia McClung, eds. <i>Images Online: Perspectives on the Museum Educational Site Licensing Project (The Museum Educational Site Licensing Project, Volume II)</i> Los Angeles: The Getty Information Institute, 1998	Box 2002.IA.05-4	Folder 7

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Series II. Gathered data, 1994-1998 1.25 Linear Feet (3 boxes)

Scope and Contents note:

Papers consist of surveys, reports, brochures, pamphlets, agendas, and correspondence, 1994-1998, of the Museum Educational Site Licensing Project. The records describe the selection process for participating institutions and contain their applications (specifically, the University of Virginia, American University, University of Illinois at Urbana-Champaign, University of Maryland at College Park, University of Michigan, Columbia University, the Fowler Museum of Cultural History, George Eastman House, Harvard University Art Museums, the Museum of Fine Arts, Houston, Library of Congress, National Gallery of Art, and the National Museum of American Art). The records also provide information about the design and results of data gathering among participating institutions and several other universities and information about and from participant meetings held in Santa Monica, California and Washington, D.C.

For additional information on the Santa Monica participant's meetings, see also Series V. Administrative records.

Arrangement:

These records are arranged generally by subject (calls for participation and applications, participation proposals, other information about educational institutions, slide library questionnaires and information, museum institutional profiles, participant meetings, technical data, and focus groups), and chronology.

Title/Description	Containers	
Call for participation drafts, 1994	Box 2002.IA.05-4	Folder 8
MUSE letters, call for participation, 1994	Box 2002.IA.05-4	Folder 9
Educational institution applications, 1994 [2 files]	Box 2002.IA.05-4	Folder 10-11
Museum applications, 1994	Box 2002.IA.05-4	Folder 12
Miscellaneous MESL emails, 1995	Box 2002.IA.05-4	Folder 13
MESL meeting agenda, background information, 1995		

	Box 2002.IA.05-4	Folder 14
Patti McClung, conference call notes, 1995	Box 2002.IA.05-4	Folder 15
Conference call notes, 1995-1996	Box 2002.IA.05-4	Folder 16
Mellon documents, 1996 <i>General note:</i> [Notes and emails discussing the presentation of data and the preparation of the report to the Mellon Foundation.]	Box 2002.IA.05-4	Folder 17
MESL Participants, 1996	Box 2002.IA.05-4	Folder 18
About MESL, 1996 <i>General note:</i> [Includes calls for participation.]	Box 2002.IA.05-4	Folder 19
University participation proposals:		
American University, 1994	Box 2002.IA.05-4	Folder 20
Columbia University, 1994	Box 2002.IA.05-5	Folder 1
Cornell University, 1994	Box 2002.IA.05-5	Folder 2
University of Michigan, 1994	Box 2002.IA.05-5	Folder 3
University of Virginia, 1994	Box 2002.IA.05-5	Folder 4
Other information about educational institutions:		
University sites, 1995	Box 2002.IA.05-5	Folder 5
Harvard, 1997	Box 2002.IA.05-5	Folder 6
University of Maryland, 1994	Box 2002.IA.05-5	Folder 7
University of Michigan distribution cost report, 1996	Box 2002.IA.05-5	Folder 8
Correspondence re: University of Michigan role, 1997	Box 2002.IA.05-5	Folder 9
University of Oregon information, 1997	Box 2002.IA.05-5	Folder 10
Slide library questionnaires and information:		

American University, 1997-1998	Box 2002.IA.05-5	Folder 11
Columbia University, 1997-1998 [2 files]	Box 2002.IA.05-5	Folder 12-13
University of California, Berkeley, Architecture Slide Library, 1997 [4 files]	Box 2002.IA.05-5	Folder 14-17
University of California, Berkeley, Art History Slide Library, 1993-1997 [2 files]	Box 2002.IA.05-5	Folder 18-19
University of Illinois, 1997-1998	Box 2002.IA.05-5	Folder 20
University of Oregon, 1997	Box 2002.IA.05-6	Folder 1
Museum institutional profiles, 1994	Box 2002.IA.05-6	Folder 2
George Eastman House, 1997	Box 2002.IA.05-6	Folder 3
Museum of Fine Arts, Houston, 1997	Box 2002.IA.05-6	Folder 4
Participant meetings:		
Participant meetings reports, 1995-1996 [2 files]	Box 2002.IA.05-6	Folder 5-6
Participants meeting, American University, May 13-15, 1996	Box 2002.IA.05-6	Folder 7
Agenda, Santa Monica meeting, December 1996	Box 2002.IA.05-6	Folder 8
Discussion drafts, Santa Monica meeting, December 1996 [3 files]	Box 2002.IA.05-6	Folder 9-11
Survey forms, 1996 <i>General note:</i> [Drafts of requests for information for technical reports.]	Box 2002.IA.05-6	Folder 12
Museum "baseline," 1996 <i>General note:</i> [Notes re: requests for information for technical reports.]	Box 2002.IA.05-6	Folder 13
Server "monitoring," 1997 <i>General note:</i> [Emails regarding collection of data from MESL servers.]	Box 2002.IA.05-6	Folder 14
Focus groups:		
CAA focus group, 1998		

	Box 2002.IA.05-6	Folder 15
Focus group notes, 1998	Box 2002.IA.05-6	Folder 16
Focus group notes and questionnaires, 1998 [2 files]	Box 2002.IA.05-6	Folder 17-18
Focus group transcripts, 1998	Box 2002.IA.05-6	Folder 19
Focus group report (draft), 1998	Box 2002.IA.05-6	Folder 20
Focus group notes, undated	Box 2002.IA.05-6	Folder 21

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Series III. Evaluation materials, 1995-1998, undated 0.82 Linear Feet (2 boxes)

Scope and Contents note:

Papers consist of correspondence, letters, notes, reports, surveys, and questionnaires, 1995-1998 and undated, created by participants, including Howard Besser and Jennifer Trant, in the Museum Educational Site Licensing Project, that describe the development of the evaluation process, the evaluation itself, and its results during the Andrew W. Mellon Foundation-funded phase of the Project. These records include evaluations of use, but are specifically focused on the economic implications of the Project. During this phase of the project, Beth Sandore, Coordinator, Digital Imaging Initiative and Associate Professor, University of Illinois, was hired as a consultant.

Arrangement:

These records are arranged chronologically.

Title/Description	Containers	
Letter re: project evaluation proposal, 1995	Box 2002.IA.05-7	Folder 1
Evaluation surveys, 1995 [2 files]	Box 2002.IA.05-7	Folder 2-3
Evaluation, 1995-1996 [2 files]	Box 2002.IA.05-7	Folder 4-5
MESL evaluation, 1995-1996	Box 2002.IA.05-7	Folder 6
Emails and information re: evaluation, 1996	Box 2002.IA.05-7	Folder 7
Workplans, 1996	Box 2002.IA.05-7	Folder 8
Evaluation committee, 1996 [2 files]		

	Box 2002.IA.05-7	Folder 9-10
Beth Sandore's questionnaires, 1996	Box 2002.IA.05-7	Folder 11
Measurement responses, 1996	Box 2002.IA.05-7	Folder 12
Emails, notes re: evaluation, 1996	Box 2002.IA.05-7	Folder 13
Workshop on user needs and assessment and evaluation, DL '96, 1996	Box 2002.IA.05-7	Folder 14
Miscellaneous evaluation reports, 1996 [2 files]	Box 2002.IA.05-7	Folder 15-16
Online surveys, 1996	Box 2002.IA.05-7	Folder 17
Instructor/Student/Researcher evaluation and questionnaires, 1996-1997 [2 files]	Box 2002.IA.05-7	Folder 18-19
Art image database instructor and student evaluation report, 1997 [3 files]	Box 2002.IA.05-7	Folder 20-22
Schedule for MESL evaluation visit, University of Illinois, Urbana Champaign, February 10-11, 1997	Box 2002.IA.05-7	Folder 23
Evaluation conference call, 4/29, 1997	Box 2002.IA.05-8	Folder 1
Post-questionnaires, 1997 [5 files]	Box 2002.IA.05-8	Folder 2-6
Site visits, notes, 1997	Box 2002.IA.05-8	Folder 7
Agenda, reports, notes, Charlottesville meeting, May 1997 [2 files]	Box 2002.IA.05-8	Folder 8-9
Charlottesville presentation, May 1997	Box 2002.IA.05-8	Folder 10
Pre/post questionnaires, technical reports, 1997	Box 2002.IA.05-8	Folder 11
Evaluation conference call emails, 1997	Box 2002.IA.05-8	Folder 12
Evaluation questionnaires, 1997	Box 2002.IA.05-8	Folder 13
Instructor and student evaluation report, 1997	Box 2002.IA.05-8	Folder 14
Options analysis, 1997	Box 2002.IA.05-8	Folder 15
"The Use of an Art Image Database in the Classroom: Instructor and Student Evaluation Report," 1997 [2 files]	Box 2002.IA.05-8	Folder 16-17

Human subjects, 1998	Box 2002.IA.05-8	Folder 18
Miscellaneous slide library notes, 1998, undated	Box 2002.IA.05-8	Folder 19

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Series IV. Publications and presentations, 1995-1999 0.4 Linear Feet (2 boxes)

Scope and Contents note:

Papers consist of publication drafts, publication galleys, photocopies of articles and book chapters, and typescripts of presentations, 1995-1999, produced by participants in the Museum Educational Site Licensing Project. The general subjects of all the documents are issues, challenges, and results of the Project. Many of the articles were printed from the Getty Art History Information Program's website. The majority of the presentations were authored and delivered by Howard Besser, Principal Investigator.

Arrangement:

These records are arranged chronologically.

Title/Description	Containers	
MESL produced articles, 1995-1996 [2 files]	Box 2002.IA.05-8	Folder 20-21
"Technical Issues in the Distribution of Museum Images and Textual Data to Universities," 1996	Box 2002.IA.05-8	Folder 22
MESL papers, 1996-1997	Box 2002.IA.05-9	Folder 1
Chapters from <i>The Wired Museum</i> , 1997	Box 2002.IA.05-9	Folder 2
Final copies of MESL final report articles, 1997	Box 2002.IA.05-9	Folder 3
Time and Bits panel, 1997-1998	Box 2002.IA.05-9	Folder 4
Digital libraries/metadata, 1998	Box 2002.IA.05-9	Folder 5
CIL 98 metadata workshop, 1998	Box 2002.IA.05-9	Folder 6
CIL 98 digital library talk, 1998	Box 2002.IA.05-9	Folder 7
"UCB Mellon Grant Studying MESL: What Have We Learned about Image Databases and Universities?" circa 1998	Box 2002.IA.05-9	Folder 8
<i>Visual Resources</i> proof, 1999		

	Box 2002.IA.05-9	Folder 9
Annotated copies of <i>Visual Resources</i> articles, 1999 [2 files]	Box 2002.IA.05-9	Folder 10-11
Working copies, <i>Visual Resources</i> , vol. 14 no. 4, 1999 [3 files]	Box 2002.IA.05-9	Folder 12-14

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Series V. Administrative records, 1995-1999, undated 0.54 Linear Feet (3 boxes)

Scope and Contents note:

Papers consist of minutes, agendas, reports, invoices, contracts, press releases, forms, printed matter and photographs, 1995-1999 and undated, created or used by participants in the Museum Educational Site Licensing Project. The meeting minutes and agenda include information on the Project's Advisory Board—its members, meetings, and reports presented by Howard Besser. These records also include the official minutes of an MESL participant's meeting, and documents presented for discussion at a participant's meeting held in Santa Monica, California that deal with economic issues. Much of the budget and expense information records pertain to the preparation of budget reports for the Andrew W. Mellon Foundation. The personnel records are primarily concerned with the hiring and employment of Beth Sandore, Coordinator, Digital Imaging Initiative and Associate Professor, University of Illinois, as a consultant to assist with the evaluation process.

For additional information on the Santa Monica participant's meetings, see also Series II. Gathered data.

Arrangement:

These records are arranged by subject.

Title/Description	Containers	
Meeting minutes and agenda:		
Advisory Board invitations, 1996	Box 2002.IA.05-9	Folder 15
Advisory committee, 1996	Box 2002.IA.05-9	Folder 16
Presentation to Advisory Board, 1996	Box 2002.IA.05-9	Folder 17
Revised report to Advisory Board, 1996	Box 2002.IA.05-9	Folder 18
Information for Mellon meeting, 1996	Box 2002.IA.05-9	Folder 19
Report to Advisory Board, November 18, 1996	Box 2002.IA.05-9	Folder 20
Advisory Board, 1997	Box 2002.IA.05-9	Folder 21
Advisory Board materials, 1998		

	Box 2002.IA.05-9	Folder 22
Advisory Board materials, 1998	Box 2002.IA.05-9	Folder 23
Official minutes, MESL meeting, December 1996 [2 files]	Box 2002.IA.05-10	Folder 1-
IP licensing and museum/university perceived needs, 1996	Box 2002.IA.05-10	Folder 3
Budget and expense information:		
Letter to [Richard] Ekman, 1995, 1998, undated <i>General note:</i> [Background budget materials.]	Box 2002.IA.05-10	Folder 4
Prepping for [Richard] Ekman, 1997	Box 2002.IA.05-10	Folder 5
Distribution costs report, 1996	Box 2002.IA.05-10	Folder 6
Dollar awards to MESL universities, 1996	Box 2002.IA.05-10	Folder 7
Budget and expenses, 1996-1997	Box 2002.IA.05-10	Folder 8
Mellon expenses, 1996-1998	Box 2002.IA.05-10	Folder 9
Budget and cost information, 1997-1998	Box 2002.IA.05-10	Folder 10
Budget, 1998	Box 2002.IA.05-10	Folder 11
Crowne Plaza hotel information, 1998	Box 2002.IA.05-10	Folder 12
Letters and invoices re: distribution of final report, 1998	Box 2002.IA.05-10	Folder 13
Publishing information, 1999	Box 2002.IA.05-10	Folder 14
Personnel:		
Associate Specialist hiring, 1996	Box 2002.IA.05-10	Folder 15
Hiring, 1996	Box 2002.IA.05-10	Folder 16
Consultant information, 1996	Box 2002.IA.05-10	Folder 17
Sandore contracts, 1996		

	Box 2002.IA.05-10	Folder 18
Sandore administrative, 1997	Box 2002.IA.05-10	Folder 19
Beth Sandore, consultant, 1997	Box 2002.IA.05-10	Folder 20
Personnel, undated	Box 2002.IA.05-10	Folder 21
Miscellaneous:		
Short description of project, undated	Box 2002.IA.05-10	Folder 22
Press release, 1996	Box 2002.IA.05-10	Folder 23
Press releases, and Chronicle of Higher Education article, 1995, 1999	Box 2002.IA.05-10	Folder 24
Human subjects, policies, emails, 1995-1996 [3 files]	Box 2002.IA.05-10	Folder 25-27
Berkeley IRB, 1996	Box 2002.IA.05-10	Folder 28
Miscellaneous to file, 1996	Box 2002.IA.05-10	Folder 29
Miscellaneous emails, 1997-1998 [1 of 2]	Box 2002.IA.05-10	Folder 30
Miscellaneous emails, 1997-1998 [2 of 2]	Box 2002.IA.05-11	Folder 1
Miscellaneous administrative records and notes, 1997	Box 2002.IA.05-11	Folder 2
Miscellaneous information, Santa Monica meeting, December 1996	Box 2002.IA.05-11	Folder 3
NEH grant application guidelines, undated	Box 2002.IA.05-11	Folder 4
Art production, 1998	Box 2002.IA.05-11	Folder 5
Book recall and return receipts, 1998	Box 2002.IA.05-11	Folder 6
Scanning, 1997	Box 2002.IA.05-11	Folder 7
[48 unidentified color photographs], undated	Box 2002.IA.05-11	Folder 8

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Series VI. Research and background materials, 1983, 1992, 1994-1998, undated 0.51 Linear Feet (2 boxes)

Scope and Contents note:

Papers consist of printed matter and correspondence, 1983, 1992, 1994-1998 and undated, collected by Howard Besser, Principal Investigator of the Museum Educational Site Licensing Project. The materials are primarily copies of articles and book chapters, used for background research for the development of the Project.

Arrangement:

These records are arranged chronologically.

Title/Description	Containers	
ARLIS/NA standards for art libraries and fine arts slide collections, 1983	Box 2002.IA.05-11	Folder 9
Cummings, Anthony, Marcia L. Witte, William G. Bowen, Laura O. Lazarus, Richard H. Ekman, <i>University Libraries and Scholarly Communication</i> (Andrew W. Mellon Foundation, November 1992)	Box 2002.IA.05-11	Folder 10
Research materials, 1994, 1996-1997 [2 files]	Box 2002.IA.05-11	Folder 11-12
Digital watermarking, 1995	Box 2002.IA.05-11	Folder 13
Virage, 1995	Box 2002.IA.05-11	Folder 14
"Cost Centers and Measures in the Networked Information Value Chain," October 31, 1995	Box 2002.IA.05-11	Folder 15
"The Advances of Technology," 1995	Box 2002.IA.05-11	Folder 16
Syllabi, 1995-1997	Box 2002.IA.05-11	Folder 17
Allerton Institute, research forum on digital libraries, 1996	Box 2002.IA.05-11	Folder 18
"Steps Toward an Ecology of Infrastructure," 1996	Box 2002.IA.05-11	Folder 19
African Art and the Virtual Museum (University of Virginia syllabus), 1996	Box 2002.IA.05-11	Folder 20
"Yale University Library's Project Open Book", 1996	Box 2002.IA.05-11	Folder 21
Participant list, "Libraries, People and Change: A Research Forum on Digital Libraries," 1996	Box 2002.IA.05-11	Folder 22
Miscellaneous articles and newsletters, 1997	Box 2002.IA.05-11	Folder 23
AMICO information, 1997		

	Box 2002.IA.05-11	Folder 24
AMICO launch meeting, 1997 [3 files]	Box 2002.IA.05-11	Folder 25-27
Miscellaneous notes and research materials, 1997-1998 [2 files]	Box 2002.IA.05-12	Folder 1-2
Columbia slide library, 1996, 1998 [2 files]	Box 2002.IA.05-12	Folder 3-4
Log files, 1997	Box 2002.IA.05-12	Folder 5
Museum Digital Licensing Collective, talk and information, 1998	Box 2002.IA.05-12	Folder 6
"The Making of American II Testbed Project White Paper," 1998	Box 2002.IA.05-12	Folder 7
Copyright and fair use town meeting program, 1998	Box 2002.IA.05-12	Folder 8
Slide libraries—examples from the web, undated	Box 2002.IA.05-12	Folder 9
Digital show and tell agenda, undated	Box 2002.IA.05-12	Folder 10
Saska brochures, undated	Box 2002.IA.05-12	Folder 11
"Library Services in Theory and Context. Chapter 11: Allocation I: Resources, Priorities and Political Processes," undated	Box 2002.IA.05-12	Folder 12
Graduate research questionnaire, undated	Box 2002.IA.05-12	Folder 13

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