



NATIONAL ENDOWMENT FOR THE

Humanities

DIVISION OF PRESERVATION AND ACCESS

Narrative Section of a Successful Application

The attached document contains the grant narrative of a previously funded grant application. It is not intended to serve as a model, but to give you a sense of how a successful application may be crafted. Every successful application is different, and each applicant is urged to prepare a proposal that reflects its unique project and aspirations. Prospective applicants should consult the NEH Division of Preservation and Access application guidelines at <http://www.neh.gov/grants/preservation/humanities-collections-and-reference-resources> for instructions. Applicants are also strongly encouraged to consult with the NEH Division of Preservation and Access staff well before a grant deadline.

Note: The attachment only contains the grant narrative, not the entire funded application. In addition, certain portions may have been redacted to protect the privacy interests of an individual and/or to protect confidential commercial and financial information and/or to protect copyrighted materials.

Project Title: Free People of Color in Louisiana: Revealing an Unknown Past

Institution: Louisiana State University

Project Director: Tara Zachary Laver

Grant Program: Humanities Collections and Reference Resources

3. Narrative

Free people of color, creoles of color, *gens de couleur libres*—all are terms used to describe people of African descent who lived in colonial and antebellum America and were born free or escaped the bonds of slavery. They made significant contributions to the economies and cultures of the communities in which they lived and exerted a strong influence on government policy and public opinion. Their anomalous status made them one of the most talked about “problems” of the first half of the nineteenth century, yet their story has been largely overshadowed by the more inhumane story of slavery.

We propose to digitize and provide free public access to family papers, business records, and public documents pertaining to free people of color in Louisiana and the lower Mississippi Valley. The project, entitled “Free People of Color in Louisiana: Revealing an Unknown Past,” will bring together collections held by the Louisiana State Museum (LSM), Louisiana State University Libraries (LSU), the New Orleans Public Library (NOPL), The Historic New Orleans Collection (THNOC), and Tulane University’s Louisiana Research Center. The digital resources created by the project will support new scholarship that explores and illuminates the complex history of free people of color and their significance in the ongoing story of race relations in the United States. The project will provide new resources for teaching African-American history at the secondary and post-secondary levels, as well as for genealogists. In addition, it will help to increase the general public’s understanding of the important role that free people of color played in the history of the United States.

Project staff will create a minimum of 25,000 digital scans, along with finding aids and other tools that will enhance both digital and intellectual access to the document surrogates. These will be available via the project website and in the Louisiana Digital Library.

In addition to broadening access, the project will digitally unite collections pertaining to several important families that are now physically divided among the participating repositories. The project website will include full finding aids for the digitized manuscripts and records. It will also link to finding aids for collections pertaining to free people of color at other repositories, and, when available, digital surrogates of those materials. A three-member Advisory Board will provide additional input on site content, which will include data sets, links to online exhibitions, bibliographies, contextual information about free people of color, and other scholarly resources.

Significance

Historical Background & Context

The history of free people of color in the Americas extends back to the European Age of Exploration in the late fifteenth century. The crew of Christopher Columbus’s first expedition included a free black sailor. A black conquistador, Juan Garrido traveled with Ponce de León and Pánfilo de Narváez in what is now the United States and Mexico, then was given his freedom and became one of the earliest post-conquest settlers of Mexico City. Juan Valiente, a free black man from Cádiz, helped lead the first Spanish expedition to Chile, and Estéban de Dorantes, a *negro alárabe* (“Arabized black”), saved explorer Álvar Núñez Cabeza de Vaca and his men from certain death by posing as a shaman and persuading Indians to share their food. Manumission, by which slaves were granted or purchased their freedom, had been customary in the Iberian Peninsula as far back as Roman times and was transplanted

by the Spanish and Portuguese to their American colonies, giving rise to a large and vibrant population of free people of color.

In the French colonies, the *Code Noir* adopted in 1685 included articles delimiting the rights of freed slaves, which were essentially the same as those of whites, with the exception that they could not vote, hold public office, or marry a white person. The Catholic French, along with the Spanish and Portuguese, generally treated slaves and free blacks less harshly and offered greater legal protection than did Protestant nations. They were also more tolerant of racial mixing, especially in sparsely settled frontier societies like Louisiana, where there were fewer white women than men. As Thomas Fiehrer wrote in his essay “The African Presence in Colonial Louisiana,” “The consummate linkage of negritude and servility, the dominant feature of race relations in the American Old South, never fully emerged in colonial Louisiana.”¹

In the British colonies, people of African descent, whether free or not, faced severe social and legal restrictions. Most of the English colonies in North America and the Caribbean passed formal black codes between the 1670s and 1750s. Slaves there had almost no legal standing as persons, and freed slaves and freeborn Africans had few civil rights. Individuals had to carry “freedom papers” wherever they went, and those without them ran the risk of being re-enslaved.

Free black communities existed up and down the eastern seaboard in the eighteenth century. The largest was in Philadelphia, which through the influence of Quaker antislavery activists had opened its doors to black men and women in the mid eighteenth century. Other cities with significant free black populations were Boston, Providence, New York, and Charleston.

The era of the Early Republic saw the formal abolition of slavery in most northern states as well as the creation of the Northwest Territory, where slavery was outlawed from the very beginning. Even in the Upper South, the number of manumissions rose. The free African-American population of the North grew from about 27,000 in 1790 to 138,000 in 1830; in the Upper South in the same period, it went from 30,000 to 150,000.

In both North and South, free blacks were segregated in most public places, including churches, schools, hospitals, and even prisons and cemeteries. Mob violence targeted black citizens in most of the larger northern cities in the early 1800s. African-American churches in New York and Philadelphia, for example, were regularly vandalized. In Providence in 1824, a white mob tore down every single building in one of the city’s black neighborhoods. A riot in Cincinnati in 1829 resulted in more than 1,000 African Americans leaving the U.S. altogether and moving to Canada. “The popular feeling is against them—the interests of our citizens are against them,” Roberts Vaux, a Philadelphia Quaker, wrote in 1831. “Their prospects either as free, or bond men, are dreary, and comfortless.”

Ironically, given its later history, there was one place in the United States where free people of color enjoyed a relatively high level of acceptance and prosperity during this time period: Louisiana.

The first free blacks in Louisiana were probably slaves who escaped and lived with American Indian tribes. The first record of a free man of color is a court case from 1722. In 1724, a free black man filed suit against a white man. The earliest record of a marriage between two free people of color dates from 1725. Louis Congo, Louisiana’s first executioner, was a free black man. Another, Jean Congo, is listed in the 1726 census as a toll collector and keeper of the High Road along Bayou St. John, documenting that some people of color in colonial Louisiana held professional positions. The earliest

¹ In *Louisiana’s Black Heritage*. New Orleans: Louisiana State Museum, 1979, p. 30.

surviving record of a slave manumission dates from 1733, when Jean-Baptiste Le Moyne, Sieur de Bienville, New Orleans's founder, freed two slaves who had been in his service for twenty-six years. It became common practice in colonial Louisiana for elderly slaves to be freed and also for masters, in their wills, to free individual slaves or entire families.

In 1763, France ceded Louisiana to Spain to compensate it for its losses in the Seven Years' War. The cession marked the beginning of the most liberal period in Louisiana's history in regard to free people of color. Partly to gain their trust and support in the face of an unwelcoming French population, the Spanish enacted a new set of laws called *Las Partidas Siete*. These laws offered slaves greater protection from mistreatment by whites and made it easier for them to acquire their freedom. Blacks who were already free could now serve in the militia, buy and sell their own slaves, and were protected from arbitrary police searches. Although the law forbidding mixed-race marriages remained, it was frequently ignored in cases of fair-skinned individuals. Free people of color were able to live lives not remarkably different from those of whites of similar social and economic status.

At the time of the Louisiana Purchase in 1803, at least one in six of the roughly 8,000 people living in New Orleans was a free person of color. New Orleans' population, both white and black, increased significantly between 1791 and 1810 due to an influx of émigrés displaced by the Haitian Revolution (led by Toussaint Louverture, a free man of color). The first official U.S. census of Orleans Territory in 1810 counted 7,585 free persons of color, compared to 34,311 whites and a total population of 76,556.

By 1840, Louisiana's free black population had risen to about 25,000, keeping pace with the rise of white and slave populations and representing about seven percent of the state's total population. Historian David Rankin determined from the 1850 census that of all U.S. cities, New Orleans "had the highest percentage of free black males employed as artisans, professionals, and entrepreneurs, and the lowest in 'low opportunity' occupations like laborer, mariner, gardener, servant, and waiter. New Orleans also contained more than a quarter of all free men of color employed as professionals, managers, artists, clerks, and scientists in the fifteen largest cities in the United States."

In 1806, the territorial legislature passed an act (never fully enforced) prohibiting free black adult males from entering Louisiana and ordering free black males over the age of fifteen who had been born elsewhere to leave (free people of color born in Louisiana had been granted U.S. citizenship in 1803). Over the next fifty years additional highly restrictive laws targeted at free blacks were passed. In 1812, one year after the failed German Coast uprising (the largest slave rebellion in U.S. history), free black men were denied the right to vote. In 1830, it became a crime to publish anything criticizing white supremacy; masters wishing to free their slaves had to post a \$1,000 bond guaranteeing that freed slaves would leave the state within thirty days; and all blacks were prohibited from testifying against whites in court. In 1855, free people of color were banned from assembling or forming any new organizations or societies. The emancipation of slaves was outlawed entirely in 1857. Throughout this period, free blacks were required to carry passes, observe curfews, and to have their racial status designated in all public records.

Thus over six decades, as Louisiana became "Americanized," the liberal racial definitions of the French and Spanish, for whom race was less important than social status, were defeated by the more rigid white supremacist ideals of Anglo-American society combined with the overwhelming economic need to preserve the institution of slavery, on which the profitability of Louisiana's large plantations

depended. Perhaps no other place offers a more poignant picture of how an entire class of society—one that showed great talent in many fields—was pushed aside by a prejudiced ruling class.

The Collections

Not surprisingly, given their contested status in society, relatively few collections of papers from free families of color survive in archives in Louisiana, nor are they numerous in archives elsewhere in the United States.² The most extensive collections of family papers for free people of color held by Louisiana repositories are, in fact, split across repositories. Furthermore, individual items or groups of items pertaining to free people of color are frequently found scattered within larger collections of papers pertaining to white families or white-owned plantations or other businesses. All of these factors make it difficult for researchers to use these materials to develop any sort of in-depth understanding of the history of free people of color in this region.

Digitizing these records will allow us to bring together divided collections and scattered documents, making these materials accessible in one place for the use of historians, genealogists, students, teachers, and the general public. Taken together, this newly accessible body of primary source materials will help to reveal the unknown history of this unique and significant portion of the region's population.

Among the most significant of the collections to be united digitally are the Metoyer family collections at LSU and the Metoyer family materials found within The Historic New Orleans Collection's Cane River Collection. The family originated from the union of Marie Therese, whose African parents called her CoinCoin, and a white French bachelor, Pierre Claude Thomas Metoyer, which produced ten children, some of whom were born into slavery and some of whom were born free, after Marie Therese purchased her freedom. Living in Natchitoches Parish in north central Louisiana, the Metoyers were the largest family of free black planters and merchants outside of New Orleans, and intermarried with other black planters, such as Miles Terrell (papers included in the project) of neighboring Rapides Parish. CoinCoin was a successful farmer and business woman, and her offspring, in the decades after her death in 1816, followed in her footsteps, building an agricultural empire that made them the one of the wealthiest free families of color in the nation.³

The Meullion family papers constitute another important collection to be reunited. They begin with the manumission by Luis Augustin Meullion of Maria Juana, a slave, and their son Jean Baptiste, in 1776. Jean Baptiste became a planter who owned property and slaves in St. Landry Parish, and the papers include materials concerning the family's fortunes up to and through the Civil War. Family papers (1776-1906) held at LSU in Baton Rouge will be complemented by the business papers of Jean Baptiste Meullion held by Tulane in New Orleans, which provide information about the many merchants he dealt with as a sugar and cotton planter, as well as slave records, estate, and succession records.

² For example, a search of ArchiveFinder on "free people of color" or "free African Americans" yields ten records, of which only three are papers of free people of color. Two are included in this project, and the remaining collection of 54 items is held by the New Jersey Historical Society Library. A search of the University of North Carolina's Manuscripts Department website yields finding aids for only two collections of family papers pertaining to free people of color. A search of the University of South Carolina's South Caroliniana Library yields one group of family papers. A search of the Duke University Libraries' catalog yields no hits.

³ Mills, Elizabeth Shown. (2011, March 14). Marie Therese Coincoin. Retrieved July 10, 2012, from *KnowLA Encyclopedia of Louisiana*: <http://www.knowla.org/entry.php?rec=799>

Records relating to Andrew Durnford are held at Tulane, The Historic New Orleans Collection (THNOC), and the Louisiana State Museum. A well-educated free man of color and a practicing physician, Durnford owned St. Rosalie Plantation in Plaquemines Parish. Extensive correspondence between him and John McDonogh, a white New Orleans merchant and philanthropist, is found in McDonogh's papers held at both Tulane and the Louisiana State Museum. McDonogh's papers held at Tulane also include a series of letters written by slaves emancipated by McDonogh who settled in Liberia after gaining freedom. Tulane and THNOC hold additional records relating the Durnford's business dealings. Economic historian David Whitten wrote about Durnford's remarkable life in *Andrew Durnford: A Black Sugar Planter in the Antebellum South* (Transaction Publishers, 2nd ed., 1995). In his forward to the book, John Hope Franklin noted that Whitten "performed a valuable service in bringing the life of Andrew Durnford to the attention of students of the antebellum South, of the plantation economy, and of race relations." Digitizing these valuable resources will make them available to an even wider audience.

The family papers of William Johnson, a free man of color, barber, and slaveowner of Natchez, Miss., are at LSU. While the majority of the collections identified are those of families and individuals from across Louisiana, his papers also make an important contribution to the full story of free people of color in Louisiana and the Lower Mississippi Valley. His extensive diary (1835-1851), business papers, and correspondence of multiple family members form probably the most complete collection of papers from free people of color. In addition, his home in Natchez is part of the national park there, offering further opportunity to study his life.⁴

Other highlights from collections to be digitized include materials relating to *Les Cenelles*, a famous anthology of poetry by free men of color, published in 1845, with works by Victor Séjour (born in New Orleans to a Haitian refugee; regarded as Louisiana's greatest French-language playwright), P. A. Desdunes, and others. At THNOC, the Wilson Collection of St. Louis Cathedral Papers includes items relating to Jules Lion (one of Louisiana's first lithographers and the first person to demonstrate the new art of photography in Louisiana) and Eugène Warburg, a sculptor and marble merchant, both free people of color. Several "artificial" collections, created by individual collectors who sought to bring together materials documenting the lives of free people of color, will also be digitized, including the Kuntz Collection at Tulane and the Freedom Papers of New Orleans at New Orleans Public Library.

Many papers of families that were free people of color extend, chronologically, beyond the end of slavery. Being a free person of color ceased to have legal meaning after emancipation and the passage of the 13th Amendment, but having been a member of that class continued to have cultural, racial, social, economic, and political implications for those who had been free people of color in the antebellum period, and for generations of their descendants. For this reason, we have chosen to digitize entire collections and not set an arbitrary cut-off date for materials.

Because of the relative dearth lack of personal and family papers for free people of color, public records are a particularly important source for researchers. This project will digitize significant collections of public records from the New Orleans Public Library's Louisiana Division, including a four-volume "Register of free persons of color entitled to remain in the state" (1840-1864), four different collections of emancipation records, which often include testimony regarding why the slave was

⁴ A letter of support from Kathleen Jenkins, Superintendent of the Natchez Nationals Historical Park is found in Appendix E.

deserving of freedom and provide other information about the slave and slave owner, and an extensive collection of indenture records (1809-1843) in which at least one participant (the person being indentured, his/her sponsor, or the artisan/merchant to whom the servant was being bound) was a free person of color.

Finally, many items have been selected for digitization from larger collections that are not primarily related to free people of color. Bringing these items together from the disparate collections in which they exist will facilitate comparison and help to provide a larger body of information for researchers about the norms of living conditions and race relations for free people of color during the colonial and antebellum eras.

A complete annotated list, including links to finding aids when available, is included as Appendix A, "List of collections."

History, Scope, and Duration

This project grew out of discussions that took place among LSU Libraries faculty as we worked to revise the Libraries' strategic plan during the 2011-2012 academic year. To align with the university's goals of supporting discovery, learning, diversity, and engagement, we developed practical strategies that will convert our aspirations to material accomplishments. In particular, this digitization project would support and advance the university's goals regarding discovery and diversity: it would increase electronic access to the Libraries' rare and unique resources, augment outreach efforts to communities underrepresented in our collections, and foster increased collection development and preservation of unique resources.

These goals were the impetus for LSU Special Collections to pursue digitizing materials related to free people of color, but from our own background knowledge of and reading on the topic, we knew that not only were some relevant collections split among other repositories in Louisiana, but also that other archives held important, complete related manuscript groups of their own. In addition, we knew that some sets of public records such as those at New Orleans Public Library have formed the basis for much of the existing scholarship. For researchers to develop any in-depth understanding of the history of free people of color in this region we realized that LSU, as the state's flagship higher education institution, needed to partner with those institutions to create a comprehensive digital resource.

Project Co-Director Tara Laver contacted colleagues at the Historic New Orleans Collection, the Louisiana Research Collection at the Tulane University Libraries' Special Collections, the Historical Center at the Louisiana State Museum, the Louisiana Division of the New Orleans Public Library, the Cammie G. Henry Research Center at Northwestern State University, the Amistad Research Center at Tulane, and the University of New Orleans Libraries Special Collections to ascertain if those institutions held collections related to free people of color and their interest in participating in such a project. Ultimately the first four institutions listed above decided to contribute and participate.

Each repository compiled a ranked list of likely collections, providing brief descriptive information, links to online finding aids or copies of paper inventories, and an estimate of the number of scans each collection would contribute. See Appendix A for a list of collections to be digitized and links to their online finding aids. The Cane River Collection at the Historic New Orleans Collection and the Orleans Parish Court Emancipation Petitions and Register of Free Persons of Color Entitled to Remain in the State at the New Orleans Public Library are available on microfilm. After verifying the existence of a second print master, we determined that those groups could be digitized from the film using LSU's

nextScan Eclipse roll-film scanner. Digitizing from film is a much quicker method of capture and will significantly reduce the time required.

The chart below presents the number of scans to be created from each repository's materials and the number of metadata records required, as well as an estimate of how long each of these activities will take.

LSU Scanning (11,250)	938 hours @ 12 scans /hour
LSU Metadata (190 records)	286 hours
Tulane Scanning (2300)	192 hours @ 12 scans/hour
Tulane Metadata (160 records)	107 hours
LSM Scanning (1022)	185.5 hours @ 12 scans/hour
LSM Metadata (est. 32 records)	62 hours
HNOC Scanning (3001 frames from film)	30 hours
HNOC Scanning (3633 from original)	303 hours @ 12 scans/hour
HNOC Metadata (est. 93 records)	83 hours
NOPL Scanning (3195 frames from film)	30 hours
NOPL Scanning (1233 from original)	103 hours @ 12/hour
NOPL Metadata (1490 records) ⁵	335 hours

As described in the "Plan of Work" and "Standards and Methodology," we will present the majority of materials online in the same format and organization as the physical collection: as folders of documents as opposed to individual documents. As a result, the descriptive metadata/record for each entity in the digital collection will describe the contents of the folder. To ascertain the feasibility of this approach and to estimate the amount of time it would take, Laver reviewed the finding aids and other existing description to see 1) how many folders had descriptions that could be readily incorporated into a folder-level description with minimal to some additional analysis and description, 2) how many had information that could be readily incorporated into an item level record (when appropriate), and 3) how many would need original cataloging at the folder level. The proportion in which these three categories characterized an institution's collections varied across the four repositories, resulting in the variations of the estimate of time to create a record/metadata across institutions.

In addition to this task-specific planning, the partners' knowledge and experience speak to the project's viability and potential for success. Thanks to the efforts of Co-Director Costello, LSU Special Collections has been a prime actor in developing and improving the Louisiana Digital Library. The Historic New Orleans Collection (THNOC) enjoys a reputation for expertise in the study of free people of

⁵ Existing online indices to NOPL collections provide the majority of needed metadata elements. These can be repurposed, added to, and exported into the necessary Excel format for metadata upload, thereby allowing the creation of 1490 records in proportionately less time than the records for other materials included in the project. See, for example <http://nutrias.org/~nopl/inv/vcp/emancip.htm>. In addition, Dr. Paul LaChance, who has compiled extensive data on free people of color involved with indenture agreements from NOPL's indenture records, has provided his spreadsheets. These not only allow us to easily identify which indentures to scan from among the volumes in which they are recorded but also to repurpose the data he recorded for cataloging information.

color and has much experience with public programming. THNOC, for example, collaborated with the Louisiana Philharmonic Orchestra to recreate a symphony concert of an antebellum New Orleans orchestra comprised of free people of color, created the traveling exhibition “In Search of Julien Hudson: Free Artist of Color in Pre-Civil War New Orleans” (and published a book with the same title), and organized and hosted the 2011 symposium “Identity, History, Legacy: Free People of Color in Louisiana.” Finally, all of the institutions that will have a direct hand in digitizing their own materials have experience with such projects and with contributing content to the Louisiana Digital Library. See <http://www.louisianadigitallibrary.org/index.php?browseby=institution> to access each participant’s existing digital collections. These reflect their understanding of what an undertaking like this involves, their staff’s expertise, and their respective commitment to the long-term preservation and maintenance of the digital content they create.

Methodology and Standards

The project partners will digitize a minimum of 25,000 pages (estimated 2 terabytes) and create digital surrogates that will be housed on a server at LSU Libraries and made available to the public on the Louisiana Digital Library (<http://www.louisianadigitallibrary.org>). Materials will be scanned on-site by grant staff with the exception of NOPL materials, which will be scanned at the LSU Libraries.

Collections

The collections slated for inclusion in this project date from 1776 to 1964 and include personal, family, plantation, and business papers, public records, and a few “artificial collections.”⁶ Loose documents as well as bound manuscript volumes are present. The following are sample formats found in the papers and artificial collections: correspondence, deeds, contracts, bills of sale, journals and ledgers and other financial record books, diaries, wills and other succession records, manumission papers, slave records, inventories, poetry, printed items, photographs and portraits, and scrapbooks. Public records are comprised of registers, tax assessment rolls, indentures, emancipations petitions, and passports.

All items over 12”x17” in size, bound volumes, or materials otherwise unsuitable to be digitized face-down will be scanned using planetary or overhead scanners. The PL, GA, and SA will physically digitize materials in such a way as to minimize handling, folding, and repeated “opening.” For example, a letter comprised of 4 pages written on a single, folded leaf will be digitized in two scans instead of four. The component pages will be digitally separated using Adobe Photoshop software. If items enclosed in archival clear plastic (Mylar) cannot be safely removed, we will scan them through the Mylar

⁶ Many papers of families that were free people of color extend, chronologically, beyond the end of slavery. Being a free person of color ceased to have legal meaning after emancipation and the passage of the 13th Amendment, but having been a member of that class continued to have cultural, racial, social, economic, and political implications for those who had been free people of color in the antebellum period and for generations of their descendants. For this reason, we have chosen to digitize entire collections and not set an arbitrary cutoff date for materials.

An “artificial collection” is a “collection of materials with different provenance assembled and organized to facilitate its management or use.” Retrieved July 13, 2012, from *A Glossary of Archival and Records Terminology*: http://www.archivists.org/glossary/term_details.asp?DefinitionKey=205. They may also be organized or compiled around a subject or topic by a lay collector or a repository.

and use corrections available in Photoshop to minimize any visual effects from the plastic enclosure. Those performing scanning will also be instructed to move materials from their housing to the scanner bed deliberately and slowly, providing horizontal support as they do so, and to keep their work spaces clear of obstacles between source folders and the scanner.

After reformatting, materials will be returned to their original archival enclosures (plastic sleeves, folders, and boxes).

Digitization

The Project Librarian will supervise the digitization of all LSU Libraries materials using an Epson Expression 10000XL flatbed scanner, a nextScan Eclipse roll-film scanner (microfilm to digital), and a Zeutschel 12000C Advanced book scanner, all existing equipment located in the LSU Libraries Special Collections digitization lab. He/She will train student workers to digitize all files at 600 ppi and save as uncompressed TIF images. Each reel of microfilm will be scanned in its entirety and the PL will supervise the identification and file naming of relevant documents found in the film.

The Project Librarian will hire a graduate assistant who will digitize items at the Louisiana State Museum and Tulane University using a dedicated Epson Expression 10000XL scanner and computer workstation (supplies totaling \$4529) purchased with grant funds, and digitize collections at The Historic New Orleans Collection using their existing equipment. Equipment is not available at Tulane and LSM to support this additional personnel. Bound volumes at Tulane will be digitized using an existing Bookeye 4 planetary scanner. The Historic New Orleans Collection will employ a Bookeye 3 already on-site. The Project Librarian will train the GA on-site and oversee the work remotely (the PL will be based in Baton Rouge and the GA in New Orleans). On-site supervision and guidance for the GA will be provided by each project partner in New Orleans.

All partners will comply with the standards published in the National Information Standards Organization (NISO) publication, *A Framework of Guidance for Building Good Digital Collections* (2007) <http://framework.niso.org/>. Each file will be assigned a file name based on an alphanumeric code identifying the institution, the manuscript number or call number, location (e.g., box and folder) and page number. Example: LSU01260203001a_John Deaux letter, 1853 Nov. 23 page 1. LSU Libraries will retain TIF files for all items digitized for the grant. Grant partners will retain TIF files of their materials only. The Project Librarian will be responsible for transfer of all files created by the GA at the partner institutions from the portable hard drive to dedicated server space at LSU Libraries.

As a general rule, image manipulation such as color correction, lightness/darkness, or sharpening will not be performed on the images. However, if the original materials are unreadable as a digital scan, the PL can use discretion to make minimal changes in Photoshop to the render the image usable.

Software and the Louisiana Digital Library

The digital collection created during the grant period will be available in the Louisiana Digital Library via CONTENTdm software. Partner institutions materials will appear together in one digital collection, thus uniting collections such as the papers of the Metoyer and Meullion families that are physically separated by location.

CONTENTdm is proprietary software managed by OCLC. The LOUIS: Louisiana Library Network contracts with OCLC to run a hosted version of CONTENTdm for the Louisiana Digital Library, which is a collaboration of 19 different institutions, public and private, in the state. Member institutions pay an annual fee to add collections to the digital library. LOUIS staff provides technical support and training for the CONTENTdm software and act as a liaison with OCLC to perform software upgrades and troubleshoot problems. Staff at LSU Libraries and Tulane University Libraries work extensively with CONTENTdm software, and so will provide training to the Project Librarian.

The CONTENTdm Project Client software will be added to the PCs purchased with grant funds and used for uploading. The software creates JPEG2000 files from TIF, so there will be no need to create derivative JPEG files pre-upload. The software can also be used to add a band with the name and web address to identify images from the individual institutions. The digital collection will contain all items digitized for the grant. Tulane and LSU will collaborate to create a web portal to display items by manuscript collection, institution, subject, etc. In addition, the digital collection will be cataloged as an electronic resource in each institution's online catalog and in WorldCat.

Cataloging and Metadata

All materials identified for the grant project will be digitized separately, however, instead of relying on time-consuming item-level description/cataloging, as most digital projects do, a folder of materials will be digitized and grouped together for display. This presentation and organization more closely reflect the reading room research experience of leafing through folders in a reading room as opposed to retrieving discrete, single documents out of their archival context.⁷ Dublin Core will be used as the metadata schema, with content following descriptive rules outlined in DACS. The metadata for the folder will include title and date, an extent statement, language(s) of the material included, a brief scope and content note, and appropriate Library of Congress subject and name headings, in addition to the preferred citation, links to online finding aids, rights and reproduction statements, and the name of the owning repository. Folder-level metadata will be entered into Excel and imported into CONTENTdm digital library software as a compound object. The multiple page item or compound object will be accessible as one item in the digital collection. Individual letters or documents in this digital object can be parsed out and linked together through a CONTENTdm query (i.e., canned search). Page level or item level metadata will be reserved for a select number of items, such as manuscript volumes or single documents selected for digitization from larger collections. The same Dublin Core fields will be applied.

Quality control

The Project Librarian will perform routine checks on all scans and metadata created by student workers and the graduate assistant. Laver and Cataloger Rasmussen will check all metadata before the digital assets are uploaded to the LDL. The Project partners will also provide quality control and feedback to the PL about metadata and the usability of the digital collection. At the start of the digitization the PL will check each image as it's scanned, making sure the resolution is correct, the

⁷ See LSU Libraries Special Collections' "Herman Moyse Sr. World War I Collection" (http://www.louisianadigitallibrary.org/cdm4/index_p15140coll18.php?CISOROOT=/p15140coll18) for an example of this folder-level approach.

cropping is suitable, the mode (grayscale/RGB/CMYK) is appropriate, colors look correct and that they are saved as the appropriate file type. Any revisions to the process and file specifications will be made at this point. After the project is underway, and the GA and SA(s) have been trained, the PL will only check a select number of digital images once a day and spot check all large thumbnails and make sure that the file sizes are within a reasonable range of each other.

During the digitization process if the original documents are not clearly readable or need level adjustment (e.g., overly faded letters, photo negatives, etc.), the PL will troubleshoot the scanning and see what changes need to be made in the scanning process. The PL will compare the number of files created to the number of pages or items to be scanned and check filenames and make corrections if needed.

Throughout the grant period the PL will compare images scanned early in the project with those created late to make sure that they look similar, that the calibration of the scanner hadn't changed significantly to affect the color of the images, and that all were cropped with a similar amount of border space.

Sustainability

LSU Libraries Special Collections has been involved in digital initiatives since 1991. The LSU Libraries has committed to support digital collections by purchasing and maintaining server space dedicated to the storage of digital assets. Thanks to a 2012-2013 grant from the Louisiana Board of Regents that funded the purchase of a 20 terabyte server, we will have adequate server space to maintain the digital files created by this grant.

The Libraries Systems department staff make regular updates to server hardware and software to ensure that it is running smoothly. The dedicated image file servers are on a schedule for regular tape backups at nightly and monthly intervals, depending on the content. The LSU Special Collections Digital Lab operates equipment to digitize a variety of formats including oversized items and microfilm reels. Every TIF image digitized in the lab is saved to the server and metadata is recorded in a database. This reduces duplicate scanning, thus protecting our materials and reducing staff digitization time.

LSU loads JPEG and JPEG2000 files to the Louisiana Digital Library where they are stored and backed up on an OCLC hosted server in Dublin, OH. The LDL is maintained by LOUIS and has served libraries and cultural heritage institutions in the state since approximately 2000. The LDL has over 200,000 items and receives an average of more than 12,000 page visits per month.

Dissemination

Throughout the grant period the PL, Smyth, Taylor, Laver, Rasmussen, and the GA will compose and add blog posts to the project website and the LSU Libraries Special Collections blog (<http://hill.blogs.lib.lsu.edu/>). These posts will publicize the project and notify users of content when it becomes available in the LDL. The PL will work with LSU University Relations to compose press releases throughout the grant period.

Project staff will identify both public and academic venues at which to deliver public lectures about the project and/or specific documents included. The PL, Laver, Smyth, and Taylor will seek to present the project at meetings of the Louisiana History Association, the Louisiana Historical Society, the Society of Southwest Archivists, the Louisiana Library Association, the LOUIS User's Group, the biennial

Historic Natchez Conference, the Rare Books and Manuscripts Section of the Association of College and Research Libraries/American Library Association, the Southern Historical Association, and the Association for the Study of African American Life.

A description of and link to the collection will be submitted for inclusion on the Louisiana Historical Association's web site. We will submit information about the project for inclusion in publications such as the Historic New Orleans Collection publication *The Quarterly*, the LOUIS newsletter, and Tulane University Library's newsletter. In addition, the PL will send press releases to the newsletters of the Society of Southwest Archivists, the Louisiana Archives and Manuscripts Association, the Society of American Archivists, and C&RL News (Association of College and Research Libraries), as well as *The Journal of American History*, *William and Mary Quarterly*, and *The Journal of Southern History*. In addition, we will send a description of and link to the collection in electronic mail messages to the following: the H-NET lists H-AFRO-Am, H-AmIndian, H-Amstdy, H-Atlantic, H-Caribbean, H-French-Colonial, H-Louisiana, and H-South. We will publicize the resource to K-12 educators by sending releases to the National Council for Social Studies, the Association of Teachers of Social Studies, the Organization of History Teachers, the American Council on the Teaching of Foreign Languages, and the National Council of Teachers of English. In addition, we will provide a space on the website for a wiki for K-12 teachers to share lesson plans they develop based on the digital collection.

Finally, Taylor, assisted by Smyth, will create short videos that will be posted on YouTube and other sites as appropriate that will publicize and promote use of the digital collection. (See sample productions at <http://youtu.be/h6lV7UBVyGI> and <http://youtu.be/oqNC26D17q4> .)

Work Plan

Narrative

The project will be carried out over the course of two years. Personnel to be funded by grant funds include a Project Librarian (PL), hired for 18 months, a Graduate Assistant (GA), hired for two years, and Student Assistants (SA) who will work a total of 650 hours. Draft job descriptions for the PL and GA are found in Appendix F.

The project will be based at Louisiana State University in Baton Rouge, with additional work onsite in New Orleans at the Louisiana State Museum, the Tulane University Libraries' Louisiana Research Center, and the Historic New Orleans Collection. Project co-directors include LSU faculty members Assistant Dean of Libraries Elaine B. Smyth; Interim Head of Special Collections and Curator of Manuscripts Tara Z. Laver; and Head of Digital Services & Reformatting Gina R. Costello. Additional LSU Libraries staff and faculty will provide support as described below. Personnel at The Historic New Orleans Collection (Director of the Williams Research Center Alfred Lemmon and Scanning Technician Akasha Rabut), Tulane University (Head of the Louisiana Research Collection Lee Miller), and the Louisiana State Museum (Director of Collections Greg Lambousy and Curator Sarah Elizabeth Gundlach) will also contribute to the project.

At the beginning of Year 1, Project Co-Directors Laver, Costello, and Smyth will hire the Project Librarian (PL) and advertise for the Project Graduate Assistant (GA), who will start in mid-August to early September. Costello will purchase the requested workstations for use at LSU, and, Miller (Tulane) will purchase the Epson Expression 10000XL and accompanying workstation to be used at the New Orleans

repositories. Early in the summer of 2013, the project directors at LSU and the contacts at the partner institutions will compile finding aids and other descriptive information about the relevant collections for review by the Advisory Board. (This compilation will also serve as a resource for the GA performing scanning and metadata creation at each site.) Using a Likert-scale survey, by August 15, 2013, the Board will prioritize the collections that each repository has identified as related to free people of color, resulting in ranked lists for each repository. These recommendations will be used to prioritize scanning.

August 2013 will see the laying of the project's technological, logistical, and procedural foundations and the start of production. Costello and Harrell will train the PL on LSU digitization workflows, file naming conventions, file management, and how to create and populate Excel spreadsheets that are used to export metadata into CONTENTdm, the digital collection management software employed by LSU as a member of the Louisiana Digital Library. The use of the Excel spreadsheets allows review and revision of metadata before upload, independent of the CONTENTdm system, supports the creation and organization of compound digital objects, and facilitates batch upload of scans and their associated metadata.⁸ The PL will create metadata spreadsheets for use at the New Orleans sites and travel to New Orleans for a one-day meeting with grant staff at Tulane, THNOC, and LSM, and to pick up the NOPL materials.

Also during this time, Laver will orient the PL to LSU's finding aids and collections, and with Rasmussen review *Describing Archives: A Content Standard* (DACS)-compliant metadata creation in the context of this project with the PL, including the formulation of titles, drafting scope and content notes, and the application of Library of Congress subject index terms and authorized name headings. In preparation for the PL's training in this area, Rasmussen will compile a list of Library of Congress Subject Headings that most frequently appear in catalog records and finding aids from participating institutions, as well as those that index frequently occurring concepts. This shortened list will serve as a menu for the PL and GA, increasing indexing consistency and speeding up metadata creation. In addition, the three will formulate local policies and procedures to be used by the PL and GA to address variant forms and spellings of personal names when recording metadata; for example, French forms of a name versus the English.

We will present documents in the digital library within folders versus separately, to preserve archival context. We will catalog the collections using Dublin Core, and the majority will receive folder-level metadata, rather than item level, allowing us to digitize and provide access to a greater quantity of material. Laver has determined the feasibility of such an approach by reviewing existing finding aids and catalog records for the selected collections at all participating institutions. (See "History, Scope, and Duration" for additional details.) Page-level or item-level metadata will be reserved for a select number of items, such as manuscript volumes or single documents selected from larger collections.

By late August, the PL will hire and train the project GA, who will digitize collections on site at the New Orleans area repositories and create associated metadata.⁹ He or she will travel to New

⁸ A compound digital object in CONTENTdm consists of multiple scans or pages that are added to a collection and retrieved as a single object by end users. Compound objects can be multi-page individual documents, a folder of documents, books, the front and back of postcards, or six-sided views of three-dimensional objects (picture cubes).

⁹ Personnel at The Historic New Orleans Collection (Director of the Williams Research Center Alfred Lemmon and Scanning Technician Akasha Rabut), Tulane University (Head of the Louisiana Research Collection Lee Miller), and the Louisiana State Museum (Director of Collections Greg Lambousy and Curator Sarah Elizabeth Gundlach) will

Orleans for an overnight stay to get the GA set up and trained at LSM and to coordinate workflows with Lambousy and Gundlach. Under the on-site supervision of Gundlach, the GA will begin work at LSM (1022 pages, 32 records). The PL will also hire Student Assistants (SA) at LSU to complete 20 hours of scanning per week; they will begin digitization of 4287 of 11,250 planned scans from collections at LSU, all of NOPL's records (original and from microfilm), and microfilm of the Cane River Collection from THNOC. These scans will total approximately 11,656. With academic breaks, we estimate the SA's portion will take approximately 10 months (September 2013 through June 2014). The PL will perform quality checks of GA and student work on an ongoing basis throughout the project.

All estimates of scanning time are based on an average rate of 12 scans per hour. The plan of work relies on 20 total hours of SA work per week, an average of 83.3 working hours per month for the GA, and a 40-hour work week for the PL. Time for performance of other project duties, start-up at the beginning of a shift, routine technical difficulties, interruptions, academic breaks and national holidays, and time off have been taken into account for scheduling and planning purposes. For additional information on planning and scheduling, see "History, Scope and Duration."

During September 2013 the project will reach full production when the PL begins the ongoing scanning of the remaining 6963 pages from LSU materials and creating the associated metadata for the LSU (190 records) and NOPL (1490 records) metadata. We estimate approximately 1200 hours for these tasks.¹⁰ Since the PL has other responsibilities, the work will be spread out over approximately 14 months. Laver and Rasmussen also will begin the ongoing review of metadata created by the PL and GA, who then will revise it accordingly, while Costello and Harrell provide technical and workflow support (ongoing). Bienvenu will assist with reading and understanding documents written in French (ongoing).

In addition, with input from partner contacts, PL, Costello, Laver, and Taylor will begin developing content for, designing, and authoring the project website/portal, which will be hosted at LSU. It ultimately will include full finding aids for the digitized manuscripts and records; links to finding aids and digital surrogates for collections pertaining to free people of color at other repositories; data sets; links to online exhibitions, digital resources, and bibliographies about free people of color; and a project blog to which the PL, Taylor, Smyth, Laver, and the GA will contribute. A preliminary site will go live in October 2013.

Having completed the scanning and metadata at LSM, in November 2013, the GA will move to Tulane and begin a 4-month stint there (2300 pages, 160 records). In preparation, Lambousy and Miller will coordinate the transfer of equipment, and Miller will provide on-site orientation to the Louisiana Research Center's finding aids and access procedures. The PL will travel to Tulane for an overnight stay to get the GA set up and trained, to coordinate workflows with Miller, and provide any additional training or site-specific instructions. Miller will provide on-site supervision and support for the GA. The PL and Costello will load a test batch of a minimum of 1200 pages and 60 metadata records into the LDL. The project partners will review the sample digital collection's functionality and the project website. The PL will collate the comments, and, with Costello, revise accordingly. Thereafter, the PL will load batches of 200 pages and their associated metadata as they become available.

provide training, on-site supervision, and support to the GA while s/he is working in each location. The GA will jointly provide weekly statistics to the PL and location staff, who will also be in regular email contact.

¹⁰ Existing online indices to NOPL collections provide the majority of needed metadata elements. These can be repurposed, added to, and exported into the necessary Excel format for metadata upload, thereby allowing the creation of 1490 records in proportionately less time than the records for other materials included in the project.

Upon completion of the work at Tulane in February 2014, the GA will then move to THNOC for 5 months (3633 pages, approx. 93 records). Lemmon will provide on-site orientation to the Collection's finding aids and access procedures, and Rabut will train him or her on THNOC's equipment. The PL will travel (overnight stay) to THNOC to provide any additional training or site-specific instructions and to coordinate workflows with Lemmon and Rabut.

In preparation for the annual report, Lambousy, Miller, and Lemmon will provide site reports to Laver in early 2014. The PL and Laver will then prepare and submit the full report to NEH. By the end of the first year, project participants will have completed the following:

- **DIGITIZATION AND METADATA**
 - NOPL: Digitization of all microfilm and original records, and metadata for NOPL records scanned from the original (614 records).
 - LSM: Digitization of all materials and metadata complete.
 - Tulane: Digitization of all materials and metadata complete.
 - HNOC: Digitization of all HNOC microfilm and approximately 900 of 3633 pages from the original, and 23 metadata records.
 - LSU: 6361 pages of 11,250 pages and 95 of 190 LSU metadata records ¹¹
- **LOUISIANA DIGITAL LIBRARY AND PROJECT WEBSITE**
 - Loaded, organized, and prepared for display approximately 12,000 pages and 930 records.
 - Project website published (expect ongoing revision and addition of content)

Year 2 begins May 2014, with the following work going forward as indicated:

- THNOC: 2733 pages to digitize and 60 metadata records (GA)
- LSU 4889 pages (PL and SA) and 95 LSU metadata records (PL).
- NOPL: metadata 876 (PL and GA)

Laver and Rasmussen will continue quality control of metadata, while the PL continues review of scans created by the GA and SA. The PL, with assistance from Costello, carries on with uploading batches of pages and metadata. The PL, Taylor, Smyth, Laver, and GA will keep adding blog entries to the project website.

With almost half of the proposed scans and metadata uploaded to the LDL, the three-member Advisory Board will have sufficient content to review as a basis for providing input on the functionality of the digital collection during summer 2014. They will also offer feedback on the usability and content of the project website. The PL, Costello, Laver, and Taylor will review and implement their suggestions accordingly.

In July 2014, the SA's will complete their appointments on the grant, having contributed about 1440 scans from LSU's materials in the 2nd year. The GA will finish HNOC scanning from originals (3633 pages) and metadata (93 records) in August 2014. Through the fall semester, the PL will scan the

¹¹ For internal planning/tracking purposes, this includes PL doing 3481 of PL-assigned 6963 LSU scans and SA doing 2880 of SA-assigned 4287 scans.

remaining LSU materials (3449 pages). With assistance from the GA, the PL will also create associated metadata (95 records) for those items and the NOPL documents digitized from microfilm (876 records), and upload content to the LDL. They will also perform any necessary clean-up on the metadata and test the functionality and display of the digital collection.

After the PL's appointment ends January 2015, the GA will work under the supervision of Costello through the end of his/her appointment in April 2015 to finalize the project portal/website and digital collection. Spring 2015 will see the launch of publicity for the digital collection. (See "Dissemination" above.) Also in April, Lemmon will submit a site report for the work done at THNOC. Laver and Costello will submit a final report to NEH.

Timeline

Key: **Ongoing**
Benchmarks

YEAR 1 – May 2013 – April 2014		
Projected Date	Activity	Primary Responsibility
May – July 2013	Advertise for and hire Project Librarian (PL)	Smyth, Laver, Costello
	Advertise graduate student position for Fall 2013 start date	Laver, Costello
	Purchase workstations and Epson Expression 10000XL scanner	Costello, Miller
	Compilation and organization of finding aids and other descriptive information for relevant collections.	Laver, Miller, Lambousy, Lemmon
	Initiate review by Advisory Board	PL, Smyth, Laver, Miller, Lambousy, Lemmon
	Compile project-specific Library of Congress Subject Headings list	Rasmussen
August 2013	<i>Advisory Board makes final recommendations on scanning priority</i>	Advisory Board
	PL receives training on LSU digitization workflows and procedures	Costello, Harrell
	Orientation to LSU collections and development of project-specific metadata and descriptive practices	PL, Rasmussen, Laver
	Site visit to Tulane, HNOC, LSM and retrieval of NOPL materials	PL, Miller, Lambousy, Lemmon
	Graduate Assistant (GA) and Student Assistants (SA) hired and trained	PL
	Site visit by PL to LSM to train GA and coordinate workflows; scanning and metadata/cataloging begins at LSM (1022 pages, 32 records—2 months)	PL, GA, Lambousy, Gundalch
	Scanning of LSU (4287 of 11,250 pages) and NOPL (4428 pages) materials, and HNOC film (3001 pages) in LSU Digital Lab begins (ongoing)	SA

	Quality control check of student work (ongoing)	PL
September 2013	PL begins ongoing scanning and cataloging LSU materials (6963 of 11,250 pages; 190 records) and creating metadata for NOPL materials (1490 records)	PL
	Review of metadata created by PL and GA (ongoing)	Laver, Rasmussen
	Technical and workflow support (ongoing)	Costello, Harrell
	Assistance reading and understanding French documents (ongoing)	Bienvenu
	Develop content and design for project website/portal	PL, Costello, Laver, Taylor, with input from Smyth, Miller, Lambousy, Lemmon
October 2013	<i>Preliminary project site goes live, including blog.</i>	PL, Costello
	Blog posts published about progress on the project and interesting or notable finds made during the course of digitization and description (or review thereof) (ongoing)	PL, GA, Laver, Costello, Rasmussen, Taylor, Smyth
November 2013	<i>Scanning and metadata creation at LSM completed</i>	GA
	Epson Expression 10000XL scanner and workstation transferred to and installed at Tulane	Lambousy, Miller
	Site visit by PL to Tulane to train GA and coordinate workflows; scanning and metadata creation at Tulane begins (2300 pages, 160 records—4 months)	PL, Miller, GA
	<i>Test batch of a minimum of 1200 pages and 60 records loaded into Louisiana Digital Library (LDL)</i>	PL, Costello
December 2013	Review of samples and project website	PL, GA, Costello, Laver, Taylor, Smyth, Miller, Gundalch, Lambousy, Lemmon
	Comments collated and revisions made	PL, Costello
	Upload to LDL of 200-page batches begins and continues as batches are available (ongoing)	PL, Costello
February 2014	<i>Scanning and metadata at Tulane completed; site visit by PL to THNOC to train GA and coordinate workflows; scanning and metadata at THNOC begins (3633 pages, approx. 93 records—5 months)</i>	PL, GA, Lemmon, Rabut
April 2014	Site reports from New Orleans partners	Lambousy, Miller, Lemmon
	<p><i>Prepare and submit interim report to NEH. END OF YEAR 1. By the end of the first year, the following will have been completed:</i></p> <p>DIGITIZATION AND METADATA</p> <ul style="list-style-type: none"> • <i>NOPL: Digitization of all microfilm and original records, and metadata for NOPL records scanned from the original (614 records).</i> • <i>LSM: Digitization of all materials and metadata</i> 	PL, Costello, and Laver

	<p><i>complete.</i></p> <ul style="list-style-type: none"> • <i>Tulane: Digitization of all materials and metadata complete.</i> • <i>THNOC: Digitization of all HNOC microfilm and approximately 900 of 3633 pages from the original, and 23 metadata records.</i> • <i>LSU: 6361 pages of 11,250 pages and 95 of 190 LSU metadata records</i> <p>LOUISIANA DIGITAL LIBRARY AND PROJECT WEBSITE</p> <ul style="list-style-type: none"> • <i>Loaded, organized, and prepared for display approximately 12,000 pages and 930 records.</i> • <i>Project website published (expect ongoing revision and addition of content)</i> 	
YEAR 2 – May 2014 – April 2015		
May 2014	Work indicated above as ongoing continues until indicated below.	PL, GA, SA, Laver, Costello, Rasmussen, Taylor, Smyth, Bienvenu, Harrell
June-July 2014	Advisory Board reviews digital collection and website and provides feedback and suggestions on functionality, usability, and content. Revisions made accordingly.	Advisory Board, PL, Laver, Smyth, Costello, Taylor
July 2014	Complete additional 1440 LSU scans; appointment ends.	SA
August 2014	<i>Scanning and metadata at THNOC completed.</i>	GA
Sept. 2014-Jan. 2015	Scanning of remaining LSU pages (3449).	PL
	Cataloging of remaining LSU pages (95 records) and NOPL pages digitized from film (876 records).	PL, GA
	Upload content to the LDL, clean-up metadata, and troubleshoot display issues.	PL, GA, Costello
January 2015	End of appointment.	PL
Jan. 2015-April 2015	<i>Upload all remaining content to the LDL, clean-up metadata, and troubleshoot display issues; finalize project portal/website and digital collection.</i>	GA, Costello
	<i>Publicity launch for digital collection and website, as described in “Dissemination” above.¹²</i>	Taylor, Laver, Smyth, Lemmon, Lambousy, Miller
April 2015	Site report from THNOC.	Lemmon
	Write and submit final report to NEH.	Laver, Costello

¹² Some professional and historical conferences project staff will target as venues for presenting about the project occur earlier than spring 2015. These include the meetings of the LOUIS User’s Group, the Louisiana Archives and Manuscripts Association, the Southern Historical Association, and the Association for the Study of African American Life and History.

Staff and Advisory Board (See Résumés in Appendix D)

Project Staff

Co-Director **Tara Laver**, Interim Head of LSU Libraries Special Collections and Curator of Manuscripts, will have primary responsibility for overall coordination of the project among LSU Libraries staff, LSU's Office of Sponsored Programs, LSU's Office of Sponsored Program Accounting, the Advisory Board, and the partners in New Orleans. She will take a lead role in hiring the Project Librarian and GA. Laver will define and establish descriptive practices to be used in creating project metadata and compile relevant existing description from all participants. She will perform quality control on metadata, ensure that applicable national standards are met, and provide input on development of workflows, the functionality and usability of the digital collection, and content and design of the project website. She will also ensure that all original materials are handled to minimize the risk of damage. Laver will contribute to publicity for the project by writing blog posts and participating in presentations. She will also fulfill NEH's reporting requirements.

Co-Director **Elaine B. Smyth**, Assistant Dean of LSU Libraries, will provide administrative support and coordination throughout the project to ensure that all benchmarks are met. She will assist with hiring the Project Librarian and equipment acquisition. She will serve *ex officio* on the Advisory Board and participate in website development, providing authoring and editorial assistance, including contributing to the website blog and evaluating website tools as they are developed. In the last five months of the grant, her focus will be on publicizing the project and the newly available resources, assisting Michael Taylor in the creation of short videos to promote use, as well as making in-person presentations at conferences and other venues.

Co-Director **Gina R. Costello**, Digital Services & Reformatting Department Head (LSU), will provide guidance and oversight for digital aspects of the project. She will provide training for the Project Librarian (PL) on digitization methods and standards and will ensure that efficient workflows are set up. In addition, she will provide guidance in the development of metadata guidelines, file-naming schema, and Excel spreadsheets needed for metadata collection. She will be responsible for training the PL and graduate assistant in the use of CONTENTdm Project Client software. She will assist the PL to ensure the creation of a user-friendly project website. She will work with the PL to ensure that benchmarks are met. Costello will maintain the digital collection and the project website after the grant period ends.

Michael Taylor, Assistant Curator of Books (LSU), will contribute significantly to the content and layout of the project website by compiling a bibliography, locating and evaluating relevant websites, locating and providing links to collections elsewhere, and writing short essays for the website to contextualize collections. In addition, he will create promotional videos to use in publicizing the collections and participate in presentations about the project at professional and historical conferences such as the Louisiana Historical Association and the Rare Books and Manuscripts Section of the Association of College and Research Libraries.

Using existing description available from the partner institutions, Special Collections Cataloger **Hans Rasmussen** (LSU) will compile a quick reference list for the Project Librarian and GA of Library of Congress Subject Headings that most frequently appear in catalog records and finding aids for selected collections, as well as those that index frequently-occurring concepts. He will train project staff on

assigning subject headings and formulating titles, provide quality control of metadata, and contribute to review of the project website and functionality of the digital collection.

Gabe Harrell, Digital Services Library Associate 3 (LSU), will provide technical, workflow, and procedural support for the PL and GA. He will troubleshoot equipment and advise on handling of materials and strategies for optimum capture.

Germain Bienvenu, Public Services Library Associate 3 (LSU), will assist with reading and understanding documents written in French.

Greg Lambousy, Director of Collections (LSM), will coordinate the participation of the Museum's Louisiana Historical Center, serve as a resource person for the GA in the creation of metadata, provide feedback on the website for the digital collection, and represent LSM in group decision making.

Curator of Maps and Manuscripts **Sarah Elizabeth Gundlach** (LSM) will supervise the GA on-site in scanning the Museum's contributions to the project, facilitate access to the documents and descriptive tools, and provide training and support for the scanning process.

Lee Miller, Head of Tulane University Libraries Louisiana Research Collection, will coordinate Tulane's participation, serve as a resource person for the GA in the creation of metadata, provide feedback on the website for the digital collection, and represent LSM in group decision making. He will also will supervise the GA on-site in scanning Tulane's contributions to the project, facilitate access to the documents and descriptive tools, and provide training and support for the scanning process.

Alfred Lemmon, Head of the Williams Research Center (THNOC), will coordinate the participation of the Museum's Louisiana Historical Center, serve as a resource person for the GA in the creation of metadata, provide feedback on the website for the digital collection, and represent LSM in group decision making.

Akasha Rabut, Scanning Technician (THNOC), will supervise the GA on-site in scanning the Collection's contributions to the project, and provide training and support for the scanning process.

Advisory Board (Letters of agreement are in Appendix C)

Board members will review descriptions about the collections that each repository has identified as related to free people of color and provide a ranked list for each repository. These recommendations will be used to prioritize scanning. In addition, they will provide input on the functionality of the digital collection and offer feedback on the usability and content of the project website.

- Kenneth Aslakson, Ph.D., Assistant Professor, Department of History, Union College
- Dana Kress, Professor of French, Ph.D., Department of Foreign Language, Centenary College of Louisiana
- Shirley Elizabeth Thompson, Ph.D., Department of American Studies and Department of African and African Diaspora Studies, University of Texas at Austin