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Roxbury Places, People, and Events, 1950-1975 project grant application

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LIBRARY SERVICES AND TECHNOLOGY ACT

FY08 DIGITIZING HISTORICAL RESOURCES

PROJECT TITLE: Roxbury Places, People, and Events, 1950-1975

CONTRACTING AGENCY: Northeastern University Libraries

320 Snell Library, Northeastern University
360 Huntington Ave.

Boston, MA 02115-5000

CONTRACTING AGENCY DIRECTOR: Edward Warro
Dean
University Libraries

(SIGNATURE)

CONTRACTING AGENCY GOVERNING AUTHORITY: Maureen Joyce
Director
Sponsored Project Administration

(SIGNATURE)

PROJECT DIRECTOR: Marisa Hudspeth, Asst. Archivist, 617.373.7656,
m.hudspeth@neu.edu
Joan Krizack, University Archivist and Head, Special Collections
Dept., 617.373.8318, j.krizack@neu.edu

TOTAL L.S.T.A. FUNDS REQUESTED: \$ 20,336.00

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ABSTRACT

Describe the essence of your project succinctly and accurately in 150 words. Tell what materials the library plans to digitize, how the choice was made, and what the impact doing so should have on access to the information. Also, describe how the results will impact the users' skills, behavior, knowledge, or attitude.

Northeastern University Libraries, Archives and Special Collections Department proposes to digitize 2,265 images, roughly 2,100 photographs and 165 negatives, of Roxbury, Massachusetts taken from 1950 through 1975—a period of great physical change and social unrest. The unique images document the Roxbury neighborhood prior to urban renewal in the 1960s, individuals involved in community activism, and neighborhood events sponsored by Freedom House—an organization founded in 1949 to promote interracial relations in Roxbury at a time when African Americans were moving into what had been a predominantly Jewish neighborhood. The images will be preserved in a photograph database that is accessible via the Web, and appropriate metadata will be entered into the database, ensuring that the images will be available by searching the Internet. Access to the images will thus be tremendously increased as each image will have multiple access points and researchers will no longer need to visit the Archives to view the images.

BACKGROUND INFORMATION

PART I - Service Area of Contracting Agency

1. Description of Service Area: This project will serve the Northeastern University community which consists of 24,236 students, 1,808 faculty, and 1,789 staff (total: 27,833). In addition, the project will serve the local community as the materials to be digitized relate to Roxbury the neighborhood in which Northeastern University is situated, and the national and worldwide scholarly community.

2. Population of Service Area (2005): 654,428
Source of Information for above: <http://www.demographia.com/db-bosmigra.htm>

3. Number of people to be served by this project: This number is virtually unlimited as the photographs will be available to all worldwide via the Internet. In 2006 more than a million people viewed the Northeastern University Archives website, and that number is expected to grow as more collections are processed and more material is digitized and made available via the website.

4. Federal Congressional District(s) Served by Project: 8th and 9th

5. Regional System:

X BOSTON	_____CENTRAL	_____NORTHEAST
_____METROWEST	_____WESTERN	_____SOUTHEAST

STATEMENT OF NEED

1. Summarize the recommendations of the Preservation Survey Report and the library's resulting Preservation Action Plan.

Northeastern University Library, Preservation Plan 2004-2007 has seven goals: 1. Become more aware of the building's regular and deferred maintenance schedule; 2. Improve building security after hours; 3. Improve fire prevention; 4. Improve relative humidity in the general library; 5. Improve relative humidity in the Archives; 6. Improve emergency preparedness; and 7. Minimize light damage to the collection.

Speaking to these goals, the 16 year-old HVAC system is being replaced this spring; the Library constituted an Emergency Preparedness Team and developed a plan for the team to implement; and UV filters for the lights in the Archives' collections storage area are now routinely replaced when light bulbs are changed.

2. Indicate in the following table the collection(s)/item(s) chosen for digitization, their physical condition, the conditions under which they are stored (physical and environmental), and their cataloging and processing status.

NOTE: Priority for funding will be given to materials that are conserved, housed in proper storage conditions, and cataloged/processed (arranged and described) at the time of application.

Collection(s)/item(s) to be digitized	Condition of these materials (e.g. Good, already conserved, fragile, poor, to be conserved prior to the start of the project)	Storage conditions (e.g. Physical and environmental storage: full climate control, air-conditioning only, humidification/dehumidification only, etc.)	Cataloging and arrangement and description status (e.g. Finding aid, MARC collection-level record, MARC item-level record, EAD collection listed in the Special Collections Directory, etc.)
2265 images from the Freedom House collection	Very good to Excellent	Full climate control; housed in photograph / negative sleeves	EAD finding aid: http://www.library.neu.edu/archives/collect/findaids/M16.htm . Also, collection level record in NUCat, Northeastern's online, public access catalog: http://nucatl.lib.neu.edu/search/~a?a .

3. Describe the professionally accepted cataloging and arrangement and description that have been completed for the items above. Please attach a copy of the cataloging record and a finding aid for the materials to be digitized. Also, describe anything unusual or special about the conditions noted above.

The Freedom House collection has been processed according to standards set forth in Kathleen D. Roe, *Arranging and Describing Archives and Manuscripts* (Chicago: Society of American Archivists, 2005). Photographs in the collection were processed at the folder level after being identified by a longtime Freedom House staff member. A copy of pertinent sections of the finding aid accompanies this

proposal, and the entire finding aid is available online:

<http://www.library.neu.edu/archives/collect/findaids/M16.htm>. The collection level MARC record for the Freedom House collection also accompanies this proposal and is available in NUCat, the University's online, public access catalog.

4. Explain how these materials relate to the library's mission; have research or artifactual value; and/or document significant Massachusetts historical, geographical, cultural, economic, and/or natural developments, etc. Be specific and use examples. Include *substantive letters of support*.

Northeastern University Library's mission is "to advance academic excellence, enrich the research environment, and promote information literacy within the Northeastern University community by anticipating, providing for, and fostering the effective use of information resources." The University Archives and Special Collection's Department's mission is to document the University and to collect primary source material to support student and faculty research interests. The University Archives' goal is to document the teaching, research, community service, and administrative functions of the University and to document student life; Special Collections focuses on preserving and making available the records of private, non-profit, community-based organizations located in Boston that document diverse and under-documented populations--in particular the African American, Chinese, Latino, and gay and lesbian communities.

The proposed project is to digitize and make available on the Web 2,265 photographs and negatives, dating from 1950-1975, from the Freedom House collection. These images have already been selected from the roughly 7,500 images in the collection because they document one of three important themes: 1. early activities to create an integrated Roxbury; 2. citizen participation in the urban renewal of Roxbury; and 3. early oversight of Boston Public Schools desegregation. These themes are critical topics in the history of Boston as well as the Commonwealth. The photographs include images of *well-known figures* (including Rev. Martin Luther King, Jr., Senator Edward M. Brooke, Senator John F. Kennedy, Jacqueline Kennedy, Robert Kennedy, Senator Edward Kennedy, Sammy Davis, Jr., Kitty Dukakis, and Boston mayors John B. Hynes, John F. Collins and Kevin H. White), *local community activists* (including Melnea Cass, Ellen Jackson, Herbert Tucker, and Hyman Kaplan), *Freedom House events* (including the Ebony Fashion Fair, anniversary celebrations, Coffee Hours and International Teas, playschool, youth group activities, and Citizens' Urban Renewal Action Committee meetings), and the *Roxbury neighborhood* (including images of individual buildings, Roxbury Garden Project, Pilot House, Marksdale Gardens, Camfield Gardens, Trotter School, and the Roxbury YMCA). If time and staffing permit, additional images that date from 1950-1975 will be digitized from the Roxbury Multi-Service Center (finding aid available at: <http://www.lib.neu.edu/archives/collect/findaids/m109find.htm>) and from the Elma Lewis School of Fine Arts (finding aid available at: <http://www.library.neu.edu/archives/collect/findaids/m43find.htm>). Both of these collections also document the Roxbury neighborhood.

Freedom House was founded in 1949 by African American social workers Muriel S. and Otto P. Snowden to centralize community activism in the fight for neighborhood improvement, good schools, and harmony among racial, ethnic, and religious groups in Roxbury. The Snowdens wanted to ensure Roxbury's stability as a middle-class, racially mixed neighborhood and hoped to achieve this goal by linking the community to existing services and creating services where they were lacking.

Early programming focused primarily on activities for children, youth, and adults that would strengthen relations between the African American and Jewish residents of Upper Roxbury. Among

the earliest projects Freedom House undertook was an application preparation workshop in collaboration with the American Friends Service Committee to help minority students and recent graduates to apply for jobs. One of the few interracial pre-schools in the city at the time operated out of Freedom House, and throughout the 1950s, social programs for African American and Jewish teenagers focused on fostering brotherhood and good citizenship. Lectures at the popular Coffee Hours and Teas, and Sunday-at-8 forums covered a variety of current political, cultural, and social topics, including the civil rights movement. Speakers included Bayard Rustin (architect of the 1963 March on Washington), Louis Lomax (social critic and author), and representatives from the Freedom Riders and the Student Non-Violent Coordinating Committee (SNCC).

Neighborhood improvement programs designed to protect Upper Roxbury from urban blight began in 1949 when Freedom House helped to organize neighborhood clean-up projects and playground construction. Freedom House and neighborhood block associations targeted empty lots and abandoned houses and cars for clean-up. Ten years later, Boston was beginning a formal urban renewal campaign that did not include Roxbury. A telegram from the Snowdens to Mayor Collins resulted in the inclusion of the Washington Park Urban Renewal Project in Boston's campaign. By 1963 Freedom House had entered into formal contracts with the Boston Redevelopment Authority (BRA) and Action for Boston Community Development to serve as a liaison between the residents of Washington Park and the urban renewal planners and technicians.

With the advent of school desegregation, Freedom House changed its focus. The 1974 ruling by Judge Garrity, which found the Boston School Committee guilty of willful segregation, provided Freedom House with an immediate focus. Freedom House had been an active participant in school desegregation issues since the early 1960s. During the Freedom Stay-Out boycott of Boston Public Schools in 1964, Freedom House served as one of the Freedom Schools. When Judge Garrity called for forced busing, community leaders understood the potential for violence and, consequently, the need to establish clear lines of communication between parents and the schools. Hotlines and information centers were set up to assist the peaceful implementation of school desegregation. The Institute on Schools and Education became the center of information about student busing, and Freedom House earned the title of "The Black Pentagon." The Institute became a rallying place where community leaders and parents could meet with city officials and participate in developing policy to foster quality integrated education for Boston's school children.

5. Describe current use and perceived access needs of the collections/materials affected. Indicate why digitizing them for access purposes is important and will enhance their accessibility to the research community.

In the past five years, the Freedom House collection has been used by almost 100 researchers—undergraduate students, graduate students, and professors from Northeastern, Harvard, Tufts, Simmons, Boston University, Boston College, Georgetown, New York University, and Rivier College; a novelist; and community members, including the editor of a community newspaper. Topics researched include Boston busing, early formation of black pride and power, desegregation in Roxbury/Project Exodus, politicization of Boston's black community, and urban renewal in Boston.

Currently, the photographs are organized in folders according to topic. Thus, a photograph depicting, for example, Ellen Jackson and Mayor Kevin White at a meeting of the Citizens' Urban Renewal Action Committee (CURAC) can only be filed under one access point. Because this particular image is filed under CURAC, researchers looking for a photograph of Ellen Jackson

would need to look through a large number of images before finding this one. If the images are digitized and made available via the Internet in a searchable database, researchers would be able to gain access to this image by searching on Jackson, White, CURAC, or a number of other appropriate subjects. Once the 2,265 images are available online and readily searchable, it is anticipated that the photographs will be used more frequently as researchers will not need to travel to Northeastern University to view them. In addition it can be expected that the photographs' use by local elementary and high school students would increase as more people become aware of their availability through the publicity we generate.

PROPOSED SOLUTION

6. How will the digitization be carried out? Show evidence that at least two vendors (attach proposals) have been explored.

Northeastern University Archives and Special Collections Department (NUASCD) has the equipment, software, and established procedures for digitizing photographs. While we do not have a permanent staff person dedicated to scanning projects, we do offer digitization on demand which is executed as needed by students from the Simmons Graduate School of Library and Information Science whose main duty is assisting patrons. A grant from the LSTA would enable us to hire two Simmons students dedicated to the project for a total of 35 hours a week to use the existing scanning station to accomplish the proposed project. These students would not otherwise be employed by Northeastern University.

The project will use the following standards, based on standards published by the National Archives and Records Administration and by the Library of Congress:

Master Files:

- Pixel dimensions: long side of 3000 pixels
- Resolution: sufficient to achieve desired pixel dimensions
- File format: uncompressed TIFF, Intel byte order
- Bit depth: 24-bit color, 8-bit grayscale

Access Files:

- Pixel dimensions: long side of 600 pixels
- Resolution: 72 ppi
- File format: JPEG
- Bit depth: 24-bit color, 8-bit grayscale

Thumbnail Files:

- Pixel dimensions: long side of 200 pixels
- Resolution: 72 ppi
- File format: JPEG
- Bit depth: 24-bit color, 8-bit grayscale

The master files will be archival-quality digital images. These files will be used to generate derivative files (access and thumbnail) for present-day web delivery. The master files will be stored on the UASCD server and backed up by the University's Information Services Department. The master files will be used to generate other derivative versions for future uses. Metadata will be created based on the VRA Core 4.0 schema. The metadata, access files, thumbnail files, and accompanying

metadata will be stored in a dedicated photograph database. Northeastern University Libraries is purchasing software for the database this summer based on the recommendations of a Library-wide task force. The database will be accessible on the UASCD's website:

<http://www.lib.neu.edu/archives>.

7. If searchable text files are to be created, explain how this will be done. Where will the images/text files be stored? Give the URL or site name.

No searchable text files will be created as the proposed project concerns visual images only.

OBJECTIVES OF PROJECT

State three measurable objectives that describe what you intend to accomplish during the project year and what results you hope to see. These objectives should relate to the statement of need and the proposed solution and should show an impact on the behavior, skills, attitude, or knowledge of the users.

Objective 1:

At the conclusion of the project year, 2,265 photographs and negatives from the Freedom House collection will be scanned and available for research in a searchable database mounted on the UASCD website.

Objective 2:

As a result of the proposed scanning project, use of the scanned photographs will increase in the year following the project by at least 25% as determined by comparing hits to the photographs in the database to reference statistics from the previous year.

Objective 3:

As a result of the proposed scanning project and affiliated outreach efforts, secondary school teachers in Boston and the rest of the state will be aware of this resource, and their students will consult the images.

ACTION PLAN

The action plan should show evidence of a detailed implementation schedule, based on the timeline implicit in the project objectives that relate to the statement of need and the proposed solution. Describe as specifically as possible the steps that will be taken to ensure that the project will flow smoothly from the initial choice of the materials to be scanned to the mounting of the digitized images and/or files on the Web.

In other words, what will need to be done, when, and by whom to ensure that the project objectives are accomplished by the end of the project year(s)?

October through September (Attach a second sheet for two year projects.):

October - December 2007:

- Hire two students from Simmons College Graduate School of Library and Information Science as part-time scanners (Project Co-directors)
- Publicize project in appropriate media (such as, Northeastern, Boston, and community newspapers; and the NU Library's and the Archives' websites) and to local history teachers (Project Co-directors)
- Develop project workflow, encompassing scanning, metadata input, and quality control (Project Co-directors)
- Train Project Scanners to scan and enter metadata (Project Co-directors)
- Conduct research as necessary to identify photographs that aren't fully identified (Project Scanners)
- Scan 500 images to create master digital images and create derivative access and thumbnail images; load images into web accessible image database; review images and metadata for quality (Project Scanners; Project Co-directors)

January - March 2008:

- Conduct research as necessary to identify the photographs that aren't fully identified (Project Scanners; Project Co-directors)
- Scan 522 images to create master digital images and create derivative access and thumbnail images; load images into web accessible image database; review images and metadata for quality (Project Scanners; Project Co-directors)

April - June 2008:

- Write interim grant report (Project Co-directors)
- Conduct research as necessary to identify the photographs that aren't fully identified (Project Scanners)
- Scan 522 images to create master digital images and create derivative access and thumbnail images; load images into web accessible image database; review images and metadata for quality (Project Scanners; Project Co-directors)

July - September 2008:

- Conduct research as necessary to identify the photographs that aren't fully identified (Project Scanners)
- Scan 523 images to create master digital images and create derivative access and thumbnail images; load images into web accessible image database; review images and metadata for quality (Project Scanners; Project Co-directors)
- Write final grant report (Project Co-directors)
- Publicize project completion in appropriate media (such as, Northeastern, Boston, and community newspapers; and the NU Library's and the Archives' websites) and to local history teachers (Project Co-directors)
- Evaluate project (Project Co-directors)

Municipality: Boston

MONTHS	1	2	3	4	5	6	7	8	9	10	11	12
ACTIVITIES: 1.Hire Project Scanners	X											
2.Publicize project	X											X
3.Develop workflow	X											
4. Train Project Scanners to scan	X											
5. Scan 2,265 images	X	X	X	X	X	X	X	X	X	X	X	X
6. Identify any unidentified images	X	X	X	X	X	X	X	X	X	X	X	X
7.Write project reports						X						X
8. Evaluate project												X

Instructions:

Integrate all activities listed in the previous section into one timeline. Check off month(s) in which each activity will take place or use an arrow to indicate on-going activities for sequential months. If more space is needed, use photocopies of this form. This timeline is a sample—you may use it or design your own. You may also use a separate sheet for two year projects.

PROJECT PERSONNEL

Name: Joan D. Krizack

Current Position: University Archivist and Head, Special Collections Department

Description of Project-Related Work: As project co-director, Krizack will share responsibility for the management and oversight of the project, including staffing, budgeting and reporting.

Educational/Professional Experience Applicable to this Project: Krizack has worked as an archivist for more than 25 years and has been in this position since 1994. She has received funding for numerous projects from federal agencies and private organizations totaling more than \$710,000. She earned the MS in library and information science from Simmons College and the MAT in English and Education from Connecticut College. She is a Fellow of the Society of American Archivists.

Estimated Number of Hours per Week, Number of Weeks and Total Number of Hours of Project-Related Work: Krizack will spend an average of 5% of her time over the course of the project year for a total of 80 hours (1.75 hours/week x 45 weeks).

Name: Marisa Hudspeth

Current Position: Assistant Archivist

Description of Project-Related Work: As project co-director, Hudspeth will share responsibility for the management and oversight of the project, including staffing, budgeting, and reporting. She will also manage the technical aspects of the project.

Educational/Professional Experience Applicable to this Project: Hudspeth has worked as an archivist for 5 years and has been assistant archivist at Northeastern University since July 2005. She developed the scanning specifications used at Northeastern University and oversees current on-demand scanning efforts. She earned the MLS and the MA in history from Indiana University / Bloomington.

Estimated Number of Hours per Week, Number of Weeks and Total Number of Hours of Project-Related Work: Hudspeth will spend an average of 5% of her time over the course of the project year for a total of 80 hours (1.75 hours/week x 45 weeks).

Name: To be hired (two positions)

Current Position: Simmons Graduate School of Library and Information Science student

Description of Project-Related Work: Students will scan the images, manipulate the images to ensure the best possible quality, enter appropriate metadata, and review each others work.

Educational / Professional Experience Applicable to this Project: We will try to hire students who have experience scanning photographs.

Estimated Number of Hours Per Week, Number of Weeks and Total Number of Hours of Project-Related Work: The two students will spend a total of 35 hours a week for 45 weeks for a total of 1575 hours.

PROJECT BUDGET - (FOR THE FIRST PROJECT YEAR. Copy for second year if applicable.)

LINE ITEMS		LSTA	LOCALLY APPROPRIATED FUNDS	OTHER SOURCES*	TOTALS
PERSONNEL	SALARIES	18,540	11,713	0	30,253
	FRINGE BENEFITS	1,796	1,710	0	3,506
	<i>SUBTOTAL</i>	20,336	13,423	0	33,759
LIBRARY MATERIALS	BOOKS	0	0	0	0
	PERIODICALS	0	0	0	0
	COMPUTER SOFTWARE	0	0	0	0
	DATABASES (ONLINE OR CD-ROM)	0	0	0	0
	VIDEO CASSETTES/DVDs	0	0	0	0
	AUDIO-RECORDINGS/CDs	0	0	0	0
	MULTI-MEDIA	0	0	0	0
	OTHER (Identify)	0	0	0	0
<i>SUBTOTAL</i>	0	0	0	0	
SUPPLIES		0	0	0	0
	<i>SUBTOTAL</i>	0	0	0	0
EQUIPMENT (Attach List)	HARDWARE	0	0	0	0
	APPLICATIONS SOFTWARE	0	6,000	0	6,000
	OTHER (Identify on detail page)	0	0	0	0
	<i>SUBTOTAL</i>	0	6,000	0	6,000
TRAVEL		0	0	0	0
	<i>SUBTOTAL</i>	0	0	0	0
CONTRACTUAL SERVICES (Attach List)		0	0	0	0
	<i>SUBTOTAL</i>	0	0	0	0
OTHER	POSTAGE	0	0	0	0
	FREIGHT	0	0	0	0
	TELEPHONE	0	0	0	0
	ADVERTISING/PRINTING	0	0	0	0
	EQUIPMENT MAINTENANCE	0	0	0	0
	AUDIT (Required)	0	300	0	300
	HONORARIUMS	0	0	0	0
	CONFERENCES/WORKSHOPS	0	0	0	0
	OTHER (IDENTIFY)	0	22,834	0	22,834
<i>SUBTOTAL</i>	0	23,134	0	23,134	
<i>GRAND TOTAL</i>	(ADD SUBTOTALS)	20,336	42,557	0	62,893

BUDGET DETAIL

Explain the purpose of all costs budgeted under contractual services and any costs over \$500 budgeted in other categories. Note that the one fifth match may be salaries in instances where there is a fully operational scanning lab on the premises and the scanning will not be contracted out. Salaries may be counted only if the people performing the scanning are not permanent employees. However, in those instances which will make up the majority of applicants, when all the services will be contracted out the one fifth match must be cash and not in-kind or staff salaries. This does not mean that these contributions should not be listed. It only means that there must be a one-fifth cash match from either locally appropriated funds or other sources.

[Information in this section DELETED for open access version.]

EVALUATION

How will you decide whether or not you have accomplished the project's objectives? What baseline data will you provide on the current use of the materials to be digitized? How will you measure use after digitization? Make sure that both qualitative and quantitative measures are given. The evaluation should not focus only on numbers ([outputs] e.g. number of items digitized), although they will be accepted, but on the "people" or the "so what?" piece (outcomes)—what happened *because* of the outputs.

The project will be evaluated on the basis of successfully digitizing 2,265 images and putting them in the UASCD's photograph database where they will be available via the UASCD website and discoverable through an Internet search. We expect to see a rise in the use of the Freedom House collection—both the documents in the UASCD and the photographs on our website. We will compare use statistics prior to digitization with use statistics after digitization and note whether documents and/or photographs were used. We will also track the number of requests for permission to use the photographs in publications and compare these to the number of requests prior to digitization.

We will also interview researchers who use the digital images to determine the project's usefulness, the researchers' level of satisfaction, and how the project impacted their knowledge, skills, and their research product.

FUTURE OF THE PROJECT

What will be done to continue the digitization of historical resources housed in your collections and to maintain those that have been scanned? How will you determine what will be scanned in the future? What steps will you take to ensure the continued availability to researchers of these materials in their digitized format? How will you continue to measure the outcomes of the project?

Northeastern University Libraries realizes the importance of making unique material available via the Internet and is, therefore, strongly committed to creating and maintaining digitized historical material. One of the UASCD's goals for fiscal year 2007 is to develop a digitization project to be executed the following year. The UASCD has its own server dedicated to storing images, and the server is backed up daily by the University's Information Services. We are also committed to migrating formats over time as necessary to preserve our digital resources.

Future digitization projects will enhance this proposed project. We will concentrate for the foreseeable future on adding photographs from the 1950-1975 time period that document the neighborhoods near Northeastern, including Roxbury and the South End. Images from the following collections will be targeted: United South End Settlements, La Alianza Hispana, Inquilinos Borricuas en Accion, Boys and Girls Clubs of Boston, and Metropolitan Council for Economic Opportunity. The proposed project will launch a larger modular project which can be continued using existing part-time staff.

Additional Information

1. If you are submitting more than one LSTA application in this grant round, please indicate what priority you would like this project to be:

Priority 1 of 1 (total number applying for).

2. Please provide us with the name(s) of the person or persons who wrote this application, and a phone number if it is not provided elsewhere:

Name: Joan D. Krizack

Title: University Archivist and Head, Special Collections Department

Phone Number: 617.373.8318

FOR MBLC USE ONLY:

APPLICANT IS UP TO DATE ON REPORTS FILED: ___ YES ___ NO

NOTES: