5th HBCU Digital Initiative Quarterly Report, May 2009
5-1-09

No-cost Extension

Recently, The Andrew W. Mellon Foundation awarded Cornell University Library and the HBCU Library Alliance a no-cost extension in order to complete work on the project. The no-cost extension request is the result of several factors. The first factor is the late addition of a CUL staff from the Department of Communications to assist in formatting the HBCU digital toolkit. Furthermore, the project manager recently began editing and uploading toolkit video and has learned that this process is taking a little longer than expected.

The second factor is that due to prudent budget planning some grant funds are unspent. These funds will be applied to the salary and travel categories for the Primary Investigator in order to complete project activities through July 31, 2009. These activities include the following:

- Completing work on a HBCU Digital Toolkit for new project partners
- Completing the final site visit to Texas Southern University
- Updating the Digital Image Production Guide
- Releasing the second phase partner digital collections
- Completing a brief report on the feasibility of HBCU Digital Service Centers

Due to the no-cost extension, all HBCU project partners will have to submit final financial and narrative reports to the PI no later than June 30th.

Digital Toolkit & Production Guide

In early March, project staff began working on a Digital Toolkit. The purpose of the toolkit is to guide library staff at those HBCU Library Alliance member Libraries who want to contribute founding documents, but were not part of the original twenty libraries.

The second ongoing activity is the development of an updated HBCU Digital Image Production Guide. The Guide will be composed of the production documents, though updated, plus additional guidance on project management and licensing digital images. HBCU Library partners will be able to download the entire guide in one single PDF document.

HBCU Digital Collection

In the November's report, I announced that the HBCU Digital Collection contained 4,000 digital objects and metadata. Currently, the collection has over 6,000 digital objects. Growth is due in part to the addition of digital collections from the following second phase partners:

- Lincoln University of Missouri
- Meharry Medical College
- Paine College
- South Carolina State University
- University of the District of Columbia

The project staff will continue to work with each of ten the second phase partners to ensure that their metadata is comparable to that of the first phase partners.

Site Visit

Finally, I am scheduled to visit the library and archives staff of Texas Southern University during the week of May 4th.

Next Project Phase: Building Sustainability

Project partners, Cornell University Library and the HBCU Library Alliance submitted a third grant proposal to The Andrew W. Mellon Foundation for a two-year project to begin on July1, 2009. Objectives of the third project are threefold:

- Expand the number of digital collections through scanning and consultation services provided by HBCU Library Alliance partners to new and existing project participants
- Create a business plan for HBCU Library Alliance digital initiatives and programs
- Host an online workshop devoted to digital sustainability and services