

First Quarterly Report: *Building Collection, Building Services, and Building Sustainability: A Collaborative Model for the HBCU Library Alliance*
Cornell University Library
November 2, 2005

In June 2005, Cornell University Library in collaboration with the HBCU Library Alliance, Southeastern Library Network, and the Robert W. Woodruff Library was awarded a grant by The Andrew W. Mellon Foundation to develop a training and digital collections production initiative.

Significant progress has been made on the project since the grant was awarded in June 2005. In June the HBCU Library Alliance selected institutional participants. The institutions selected for participation are: Alabama State University, Bennett College for Women, Fisk University, Grambling State University, Hampton University, Robert W. Woodruff Library of the Atlanta University Center, Southern University and A&M College - Baton Rouge, Tennessee State University, Tuskegee University, and Virginia State University. We selected November 13th through the 18th as the dates for the digital imaging workshop. Loretta Parham, President of the HBCU Library Alliance Board of Directors forwarded a letter inviting the selected institutions to participate in the 18-month project and they agreed. We began working on a press release in July and Cornell disseminated the final press release in August.

A welcome letter was forwarded to the deans and directors of the participating institutions that described the November Digital Imaging workshop. Lillian Lewis, Program Officer for the HBCU Library Alliance, hired a half-time administrative staff person.

During the months of August and September, Cornell set up subcontract accounts for project partners SOLINET, the Woodruff Library, Julie Walker - our business planning advisor in year two, and our institutional partners. We reviewed hardware and software spec's that we made during the proposal writing stage. We held meetings with Division of Instruction, Research, and Information Services Technical Services staff to discuss purchasing hardware suitable for the project and for the purpose of installing a ghost image on all of the computers we purchased once they arrived. We updated our specs and placed orders for scanners, computers, and digital imaging software. The purpose for the ghost image is to ensure that all computers are configured the same way during production ramp-up, allowing the project manager to be better prepared to answer minor questions that project liaison's might have once they begin. Once computers arrived, the project manager set them up in a staging area and once Cornell IT staff created the ghost image, he installed it on each computer. We collaborated with IT staff at the Robert W. Woodruff Library on purchasing the server and software for the CONTENTdm digital collection management system that will be housed at the Woodruff Library.

During mid-September, we made preparations for the digital imaging workshop. We sent email correspondence to the directors and deans and asked them to identify an individual

from their institution whom they wanted to attend the digital imaging workshop. Lillian Lewis assisted by making workshop travel arrangements for the participants who were selected by their dean/director to attend the workshop that will be held at the Georgia Archives in Morrow, GA. During early October, Cornell began customizing its award-winning tutorial and workshop *Moving Theory into Practice: Digital Imaging for Libraries and Archives* into training tailored to the project. Meetings were held with Anne Kenney and Peter Hirtle to discuss and develop the curriculum for the November digital imaging workshop.

Next, Lillian Lewis and her assistant coordinated travel and hotel accommodations for institutional participants. We coordinated the reception, meals, and breaks for participants with Clayton College catering service and Brenda Banks, Deputy Director of the GA Archives. We held a phone conference with Brenda Banks to discuss the training room layout, accommodations for a training lab during the weeklong workshop, and other workshop logistics.

Near the end of September, Ira Revels participated in an online digitization course offered by the University of Illinois. Through an arrangement with the Cornell University Division of Rare and Manuscript Collections, she received manuscripts and photographs in order to practice scanning using the Epson Expression 100000XL scanner that was purchased for the project. Ms. Revels also participated in a national, live, telephone radio interview with XM Satellite Radio Channel 169 "The Power." The name of the show is "Mind Yo Business" with Brian Higgins.

We developed a project website that can be accessed at <http://www.library.cornell.edu/iris/hbcucollections>. The website contains information about the digital imaging workshop, other similar digitization initiatives, links to helpful documents such as reports, guidelines and recommendations for scanning and metadata.