



Council on Library and  
Information Resources

**Digitizing Hidden Collections  
Recipient Informational Webinar  
June 6, 2018**

<https://www.clir.org/hiddencollections/>

[hiddencollections@clir.org](mailto:hiddencollections@clir.org)

[@CLIRHC](#)



# Program Staff

## **Nikki Ferraiolo**

Senior Program Officer

## **Joy Banks**

Interim Grants Officer

## **Kristen Blair**

Program Administrator

## **Amy Lucko**

Director of Program Administration

## **Christa Williford**

Director of Research and Assessment

# Webinar Overview

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## •Part One

- Introduction to CLIR
- Publications
- Other CLIR Programs

## •Part Two

- Grant Modifications
- Reporting Requirements
- Channels of Communication
- Questions?



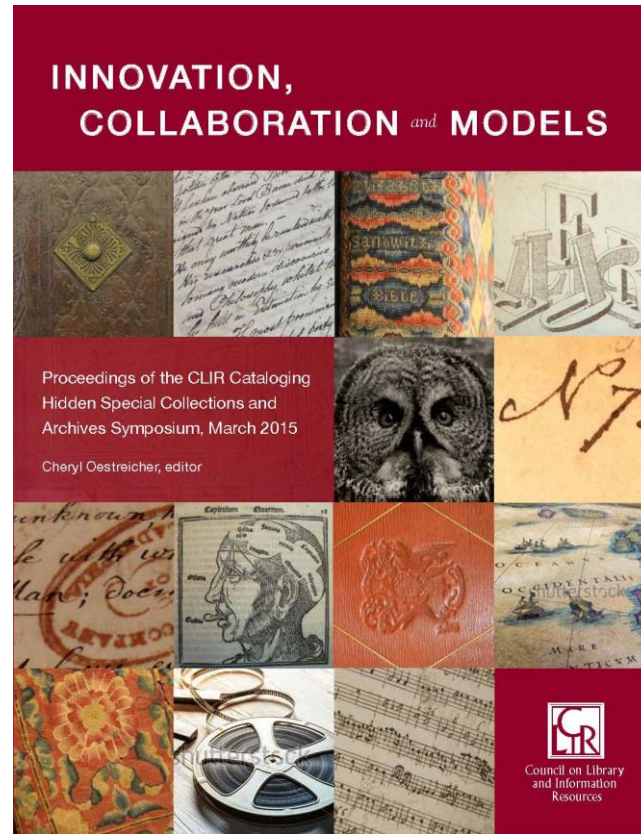
is an independent, nonprofit organization that forges strategies to enhance research, teaching, and learning environments in collaboration with libraries, cultural institutions, and communities of higher learning.



# CLIR Publications

## *Innovation, Collaboration, and Models*

<https://www.clir.org/pubs/reports/pub169>



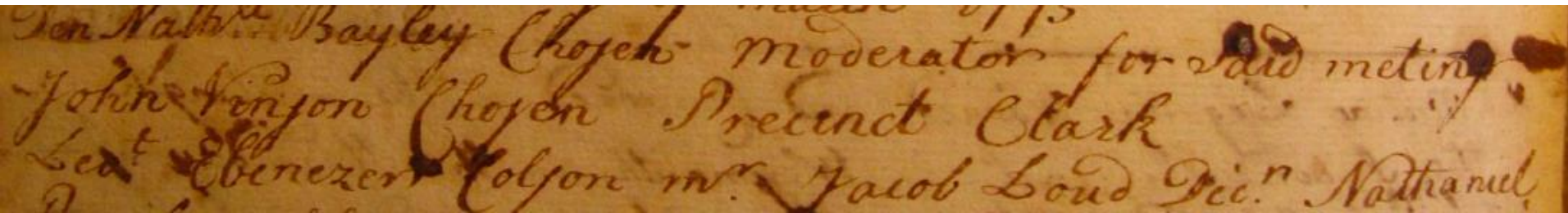
# Other CLIR programs

- [Recordings at Risk](#)
- [Postdoctoral Fellowship Program](#)
- [Mellon Dissertation Fellowship Program](#)
- [Leading Change Institute \(LCI\)](#)
- [Digital Library of the Middle East \(DLME\)](#)
- [Digital Library Federation \(DLF\)](#)



# Grant Modifications, Reporting Requirements, and Communication

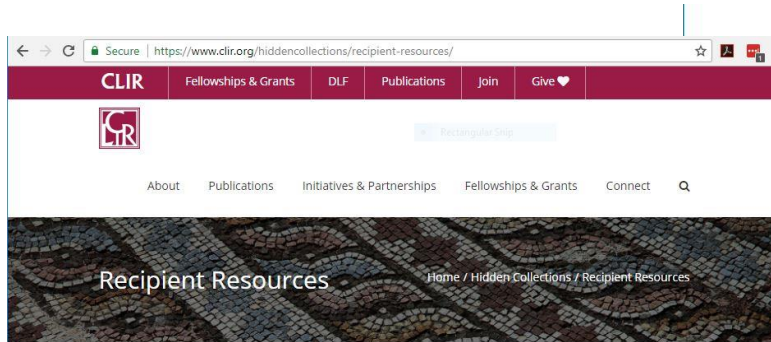
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A snippet of a handwritten document on aged, yellowed paper. The text is written in a cursive script and lists several names and titles. The visible text includes: "Don Nathl. Bayley Choyen Moderator for said meeting", "John Vinson Choyen Precinct Clerk", "Lea. Ebenezer Tolson m. Jacob Loud Sec. Nathaniel".

Don Nathl. Bayley Choyen Moderator for said meeting  
John Vinson Choyen Precinct Clerk  
Lea. Ebenezer Tolson m. Jacob Loud Sec. Nathaniel



# Grant Modifications



[clir.org/hiddencollections/recipient-resources/](https://www.clir.org/hiddencollections/recipient-resources/)

## Grant Modifications

### No-Cost Extensions

It may occasionally be necessary for a grantee to request a no-cost extension due to unforeseen project delays. No more than one no-cost extension will be granted per project.

No-cost extensions should be requested between 1-3 months prior to a project's end date; extensions cannot be granted for projects whose approved end dates have already passed. Extension requests should be [emailed to program officer Nicole Ferraiolo and the grants team](#) and must include the following information:

1. A letter addressed to Nicole Ferraiolo on institutional letterhead outlining the reasons behind and need for the request. Requests to use remaining funds to catalog or digitize new collections should provide a brief description of each additional collection and explain how it aligns with the original project's goals and the overall goals of the Hidden Special Collections and Archives program.





# No-Cost Extensions (NCEs)

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- Request to push back project end date without requesting additional funding
- For unforeseen project delays
- Should be requested between 1-3 months prior to a project's end date
- Extensions cannot be granted for projects whose approved end dates have already passed



# To Request an NCE

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- Email [hiddecollections@clir.org](mailto:hiddecollections@clir.org) with:
  - Written explanation for the request
  - Revised project plan, including an updated timeline
  - A revised budget, using CLIR's template
- Important to demonstrate consistency with original proposal



# Change of PI

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- Must inform CLIR in writing of change of PI
- Requests include
  - CV of new PI
  - Letter on institutional letterhead from head of institution or department noting change and effective date



# Budget Reallocation Request

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- To allocate funds in a manner different than the original budget approved by CLIR
- Brief email describing desired change and how much money you wish to reallocate
- If necessary, you will be invited to submit a formal request

# Reporting Requirements

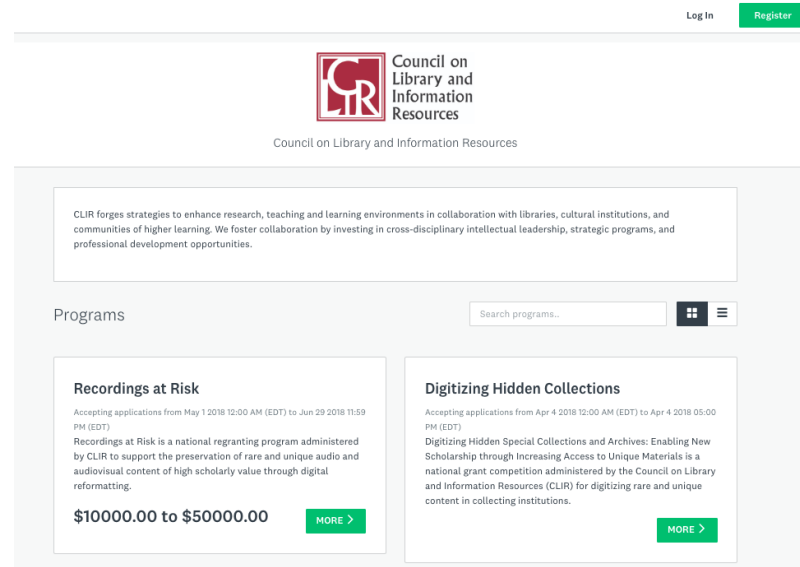
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- Reporting deadlines are included in your award letters
- CLIR should receive one report from recipient institutions each year
- CLIR submit a report to The Andrew W. Mellon Foundation on June 30 each year which includes all reports submitted
- Reports must be submitted through the online form




# Reporting Requirements

<https://clir.smapply.io/>





The screenshot displays the CLIR website interface. At the top right, there are "Log In" and "Register" buttons. The CLIR logo and name are centered at the top. Below the logo, a paragraph describes CLIR's mission: "CLIR forges strategies to enhance research, teaching and learning environments in collaboration with libraries, cultural institutions, and communities of higher learning. We foster collaboration by investing in cross-disciplinary intellectual leadership, strategic programs, and professional development opportunities." A "Programs" section follows, featuring a search bar and a list of two programs: "Recordings at Risk" and "Digitizing Hidden Collections". Each program card includes a description, application dates, and a "MORE >" button.

Log In Register

 Council on Library and Information Resources

Council on Library and Information Resources

CLIR forges strategies to enhance research, teaching and learning environments in collaboration with libraries, cultural institutions, and communities of higher learning. We foster collaboration by investing in cross-disciplinary intellectual leadership, strategic programs, and professional development opportunities.

Programs   

**Recordings at Risk**  
Accepting applications from May 1 2018 12:00 AM (EDT) to Jun 29 2018 11:59 PM (EDT)  
Recordings at Risk is a national regranting program administered by CLIR to support the preservation of rare and unique audio and audiovisual content of high scholarly value through digital reformatting.  
**\$10000.00 to \$50000.00** [MORE >](#)

**Digitizing Hidden Collections**  
Accepting applications from Apr 4 2018 12:00 AM (EDT) to Apr 4 2018 05:00 PM (EDT)  
Digitizing Hidden Special Collections and Archives: Enabling New Scholarship through Increasing Access to Unique Materials is a national grant competition administered by the Council on Library and Information Resources (CLIR) for digitizing rare and unique content in collecting institutions. [MORE >](#)

# Reporting Template

## Collaborative Google Docs Template for Report Form

Digitizing Hidden Collections Report Form Template 2018


File Edit View Tools Help

100% View only

Outline

- CLICK HERE TO M...
- Section One: Gene...
  - ENTER YOUR TI...
  - ENTER YOUR IN...
  - ENTER YOUR P...
- Section Two: Narr...
  - New public devel...
  - Goals and deliver...
  - LIST CITATIONS...
  - UPLOAD FILE H...
  - ENTER BRIEF D...
- Section Three: Qu...
- Optional Data Cont...
- Section Four: Fina...
- Section Five: Final...
  - Final Project Narr...
  - ENTER ASSESS...

*Note: this template is provided as a convenience to our grant recipients who choose to work collaboratively on their annual reports in GoogleDocs. Formal report submissions are accepted only through our online reporting system. Questions about the reporting form and process may be sent to us at [hiddencollections@clir.org](mailto:hiddencollections@clir.org).*



Council on Library and Information Resources  
Digitizing Hidden Special Collections and Archives  
Digitizing Hidden Collections Annual Report Form Template

[CLICK HERE TO MAKE A COPY OF THIS DOCUMENT](#)

[SECTION 1: General Information](#)  
[SECTION 2: Narrative Assessment](#)  
[SECTION 3: Quantitative Assessment](#)  
[SECTION 4: Financial Assessment](#)  
[SECTION 5: Final Assessment](#) (final reports only)

Project reports must be submitted annually, within one month following each twelve-month period for interim reports and within three months following the project's end date for final reports. Your project's specific reporting deadlines are included in your award letter. If you have questions about report dates or requirements, contact [hiddencollections@clir.org](mailto:hiddencollections@clir.org).

Note: All questions marked with a red asterisk (\*) are required; all other questions are optional.

**Section One: General Information**

**Award reference number \***  
This number appears in your original award letter.  
**ENTER YOUR NUMBER HERE**

**Project title \***  
**ENTER YOUR TITLE HERE**





# Reporting Form: General Information

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- Award reference number
- Project Title
- Institution/organization
- PI(s)
- Contact information of person submitting report



# Narrative Assessment

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- New Internal and public developments (checkboxes)
- Goals and deliverables
- Other outcomes and accomplishments
- Challenges
- Project personnel
- Presentations, publications, and other outreach
- Future plans
- Additional documentation

# Quantitative Analysis

1) Digital Files Created

2) Materials Digitized

3) Other Accomplishments

	A	B	C	D	E	F	G	H	I	J	K
1	<b>Digital Files Created</b>										
2	<b>Institution*</b>										
3	<b>Project Title</b>										
5	*If this is a collaborative project, note that information should be provided in aggregate in this form. Individual institutions' progress can be detailed in the narrative section of the report if desired.										
6	This form is pre-populated with information from your original proposal. This information cannot be altered, as it helps both CLIR and our grantees monitor progress across the course of the project; variances at the end of a project should be discussed in the narrative report. If materials not listed in the proposal are added to the project, please complete additional rows as necessary.										
7	<b>Guide to column titles. Grayed-out columns calculate automatically and do not require user input.</b>										
8	Proposal/Revised	Indicates whether items were listed in your original proposal or have been added as the project evolved. This column auto-populates and does not require user input.									
9	Unique files to be created	The quantities of uniquely described digital files to be created.									
10	Format	The file format to be created.									
11	Technical specifications	Technical specifications for the formats created (dpi, minimum pixel dimensions, bit-depth, optical density, etc.)									
12	Additional information	Additional information regarding derivative files or formats may be provided here.									
13	Total unique files created to date	Reflects the total number of digital files created in this category across reporting periods. This column auto-populates and does not require user input.									
14	# files remaining	Reflects the number of digital files yet to be created based on information provided in the "Unique files to be created" and the "Total unique files created to date" columns. This column auto-populates and does not require user input.									
15	Created: Report 1	Enter the number of unique digital files in this category created during the time covered by your 1st report to CLIR.									
16	Created: Report 2	Enter the number of unique digital files in this category created during the time covered by your 2nd report to CLIR (if applicable).									
17	Created: Report 3	Enter the number of unique digital files in this category created during the time covered by your 3rd report to CLIR (if applicable).									
18	Created: Report 4	Enter the number of unique digital files in this category created during the time covered by your 4th report to CLIR (if applicable).									
19											
21	Proposal / Revised	Unique files to be created	File format	Technical specifications	Additional information	Total unique files created to date	# files remaining	Created: Report 1	Created: Report 2	Created: Report 3	Created: Report 4
22											
23											
24											
25											
26											
27											
28											
29											
30											

# Digitization Cost Calculator

## About the Project

The Digitization Cost Calculator collects and make freely available a large set of data on the time it takes to perform various tasks involved in the digitization process, in order to assist organizations in digitization project planning and benchmarking.

## Optional Data Contribution

Are you interested in contributing data from your project to the [DLF's Digitization Cost Calculator](#)? You can learn more about the Cost Calculator and how to contribute data [here](#). For more information, contact Joyce Chapman: [joyce.chapman@duke.edu](mailto:joyce.chapman@duke.edu).

Note that although the Digitization Cost Calculator is not accepting data pertaining to audio and video collections at this time, the project leaders are planning to expand the project to accommodate this data and so are seeking partners interested in sharing information about their work.

- Yes
- No



<http://dashboard.diglib.org/>



# Financial Assessment

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- Narrative Report: explanation of actual grant expenditures vs. proposed.
  - Addresses each budget category
  - includes detailed explanation of variances of 5% or more
- Financial Report: Budget submitted with proposal, updated to reflect actual expenditures





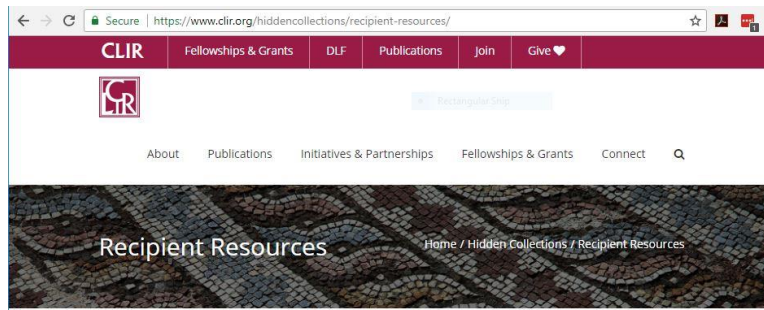
# Final Project Assessment

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- Final project narrative
- Accessing the digitized collections
  - Repository name
  - URL



# CLIR Connect

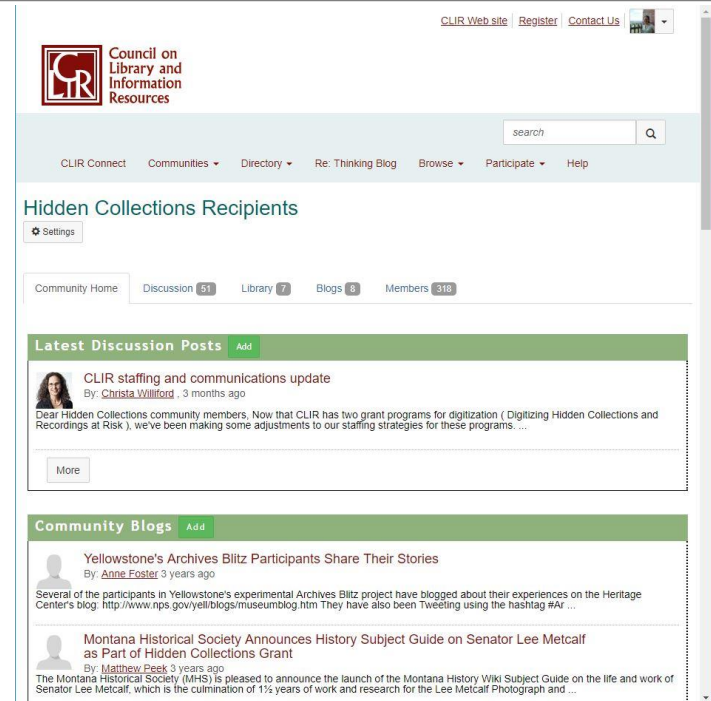


## Discussion Community

CLIR hosts a private discussion community for the principal investigators and project staff working (or who have worked in the past) on a funded Hidden Collections project.

To join the CLIR Connect discussion community for Hidden Collections grantees, [click here](#). Note that this community is only for members of those projects which have been awarded a Hidden Collections grant, and all members must be approved by the community moderator. If you have questions please contact us at [hiddencollections@clir.org](mailto:hiddencollections@clir.org).

<https://www.clir.org/hiddencollections/recipient-resources/>



# Additional Channels of Communication

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- Recipient Resources page
  - <https://www.clir.org/hiddencollections/recipient-resources/>
- Funded Project Page
  - <https://www.clir.org/hiddencollections/funded-projects/>
- Registry
  - <http://registry.clir.org/>
- Email
  - [hiddencollections@clir.org](mailto:hiddencollections@clir.org)
- Twitter
  - [@CLIRHC](#) or #DigHC
- Digitizing Special Formats Wiki
  - [https://wiki.diglib.org/Digitizing\\_Special\\_Formats](https://wiki.diglib.org/Digitizing_Special_Formats)

# Thank You!

- **Nikki Ferraiolo**
  - Senior Program Officer
- **Joy Banks**
  - Interim Grants Officer
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  - Program Administrator
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