Recordings at Risk

Applicant Webinar

February 15, 2023

Welcome! We're glad you're here.
There is no audio at the moment. Feel free to introduce yourself in the chat box. 👋

We'll begin the webinar at 2pm ET.

Council on Library and Information Resources

RAR
Recordings at Risk

Recordings at Risk

Applicant Webinar

February 15, 2023

Sharon Burney | Alyson Pope

Program Officers

Overview:

- → Introductions
- Eligibility and Drafting Resources
- Starting an Application
- Application Overview
- Final Tips
- Questions

Image courtesy of Tulane University (Cycle 6 recipient)

Our Platform

- Click ‘CC Live Transcript ’ to turn on captions
- All attendees are muted
- Set chat to “All panelists and attendees”
- Submit questions any time through “Q&A”
- Upvote questions that may be similar to your own
- *Recording in progress*

About CLIR

Selected Programs

RAR

DLF

THE LEADING CHANGE INSTITUTE

DHC

Selected affiliates

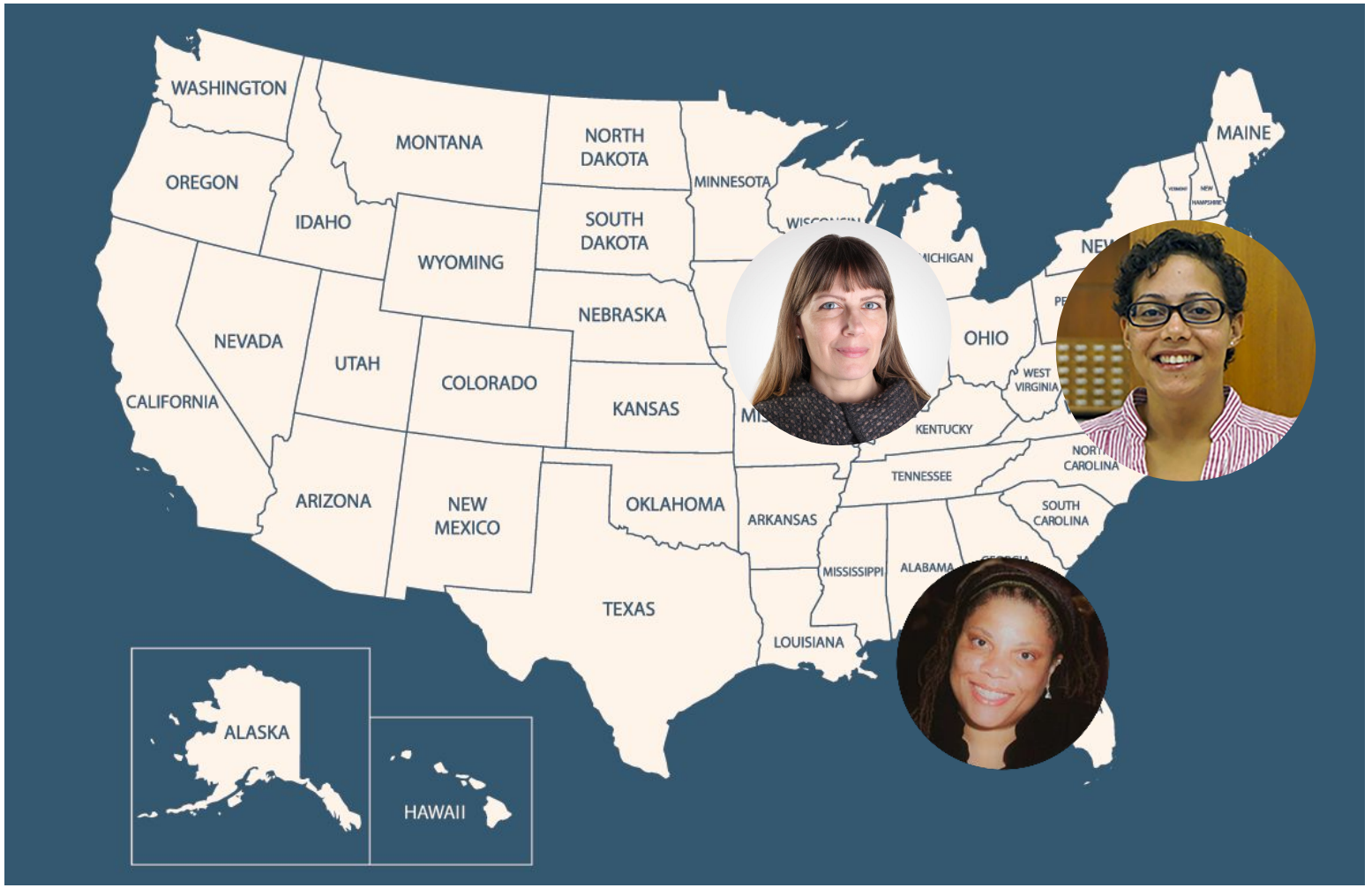
International Image Interoperability Framework

NDSA

OpenRepositories

code{4}lib

Staff Distribution



Kaskaskia
Kickapoo
Mascogo
Miccosukee
Myaamia
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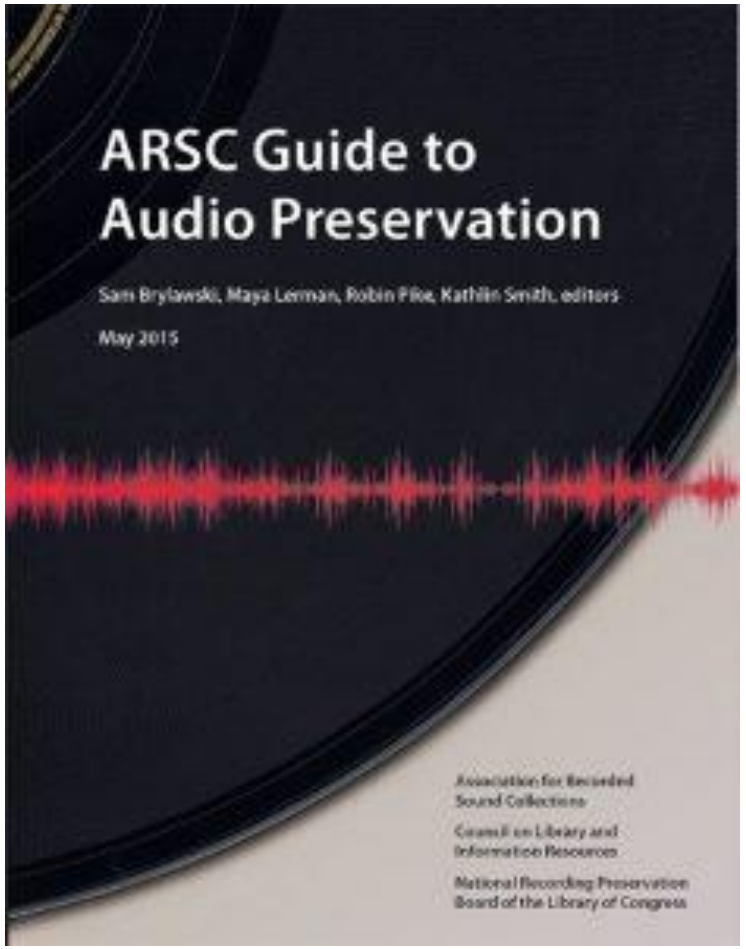
Peoria
Potawatomi
Seminole
Shawandasse-Tula
Timucula

Visit Native-Land.ca to learn about Indigenous Lands where you live.

CLIR's Background in the Field



CLIR has helped to build awareness of the urgency of digitizing "at risk" audio and audiovisual formats

- National Recording Preservation Board (since 2005) and *Cataloging* and *Digitizing Hidden Collections* (since 2008)
- ARSC Guide to Audio Preservation Download for free: clir.org/pubs/reports/pub164/)

Creation of ‘Recordings at Risk’

Unique challenges of audio/audiovisual digitization and description:

- Content is at great risk of loss
- Need for specialized expertise, sometimes even to conduct cataloging or assessment
- Prohibitive costs of storage for access and preservation
- Tricky intellectual property situations

Image courtesy of the University of Missouri-Kansas City Libraries (Cycle 7 recipient)

Assessment Criteria

- **Impact:** the potential scholarly and public impact of the project
- **Urgency:** the urgency of undertaking the reformatting to avoid risk of loss
- **Potential for preservation:** the viability of the work plan and deliverable for preserving the content over time
- **Approach to access:** the approach to legal and ethical concerns affecting access

- Introductions
- → Eligibility and Drafting Resources
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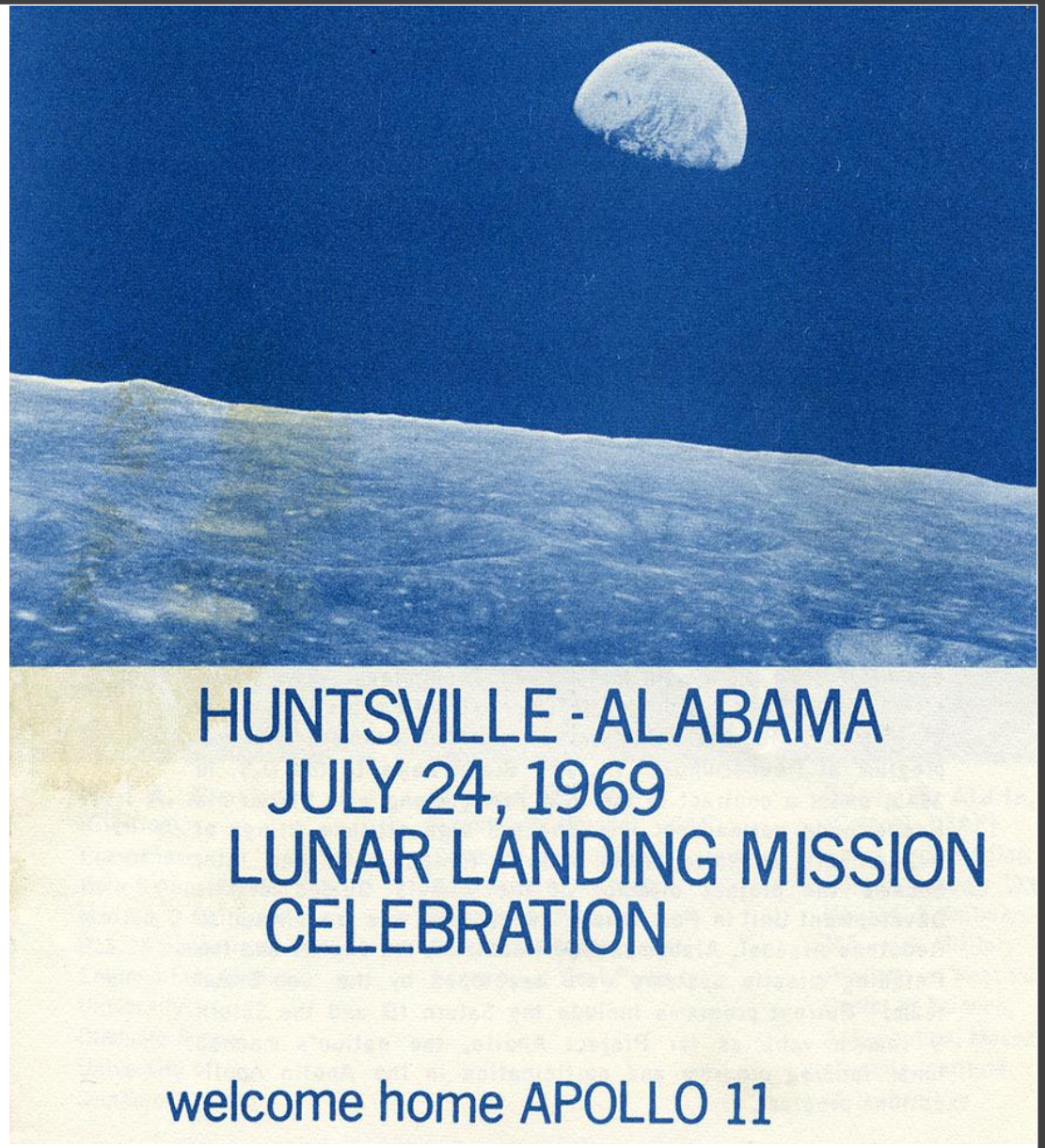


Image courtesy of the University of Alabama Huntsville (Cycle 5 recipient)

Useful Links

- Program Homepage
  https://www.clir.org/recordings-at-risk/

- Apply for an Award
  https://www.clir.org/recordings-at-risk/apply-for-an-award/

Eligibility

- U.S. nonprofit academic, research, or cultural memory organizations
- Organization and collections must be in the U.S. or an associated entity
- Government units and their agencies: eligible, if cultural heritage is primary function
- Federally recognized tribal governments: eligible

Questions? recordingsatrisk@clir.org

Eligibility

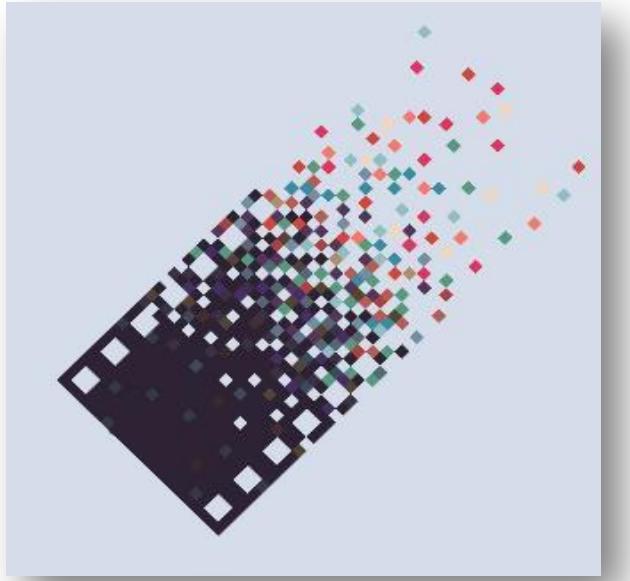
One application per organization per call

- Different campuses of a university system are considered different organizations
- A museum and a library on the same campus would not be considered different organizations

Allowable formats

- Audio / Video / Film

- Primarily focused on analog-to-digital transfer



Cycle 10 Timeline

Jan. 17 2023

Application Cycle Opens

April 19 2023

Application Deadline

August 2023

Recipients Announced

All project work will take place between September 1, 2023 and August 31, 2024.

Apply for an Award Page

- Eligibility + Award Terms
- Draft your application
- Planning Resources
- Documents
  - Key Guides, Policies, and References
  - Sample Applications
- FAQs
- Related Grant Programs and Funders

Drafting an Application

Begin here!

Recordings at Risk

Cycle 10 Application Guidelines & Template

Carefully read the following guidelines and template before starting the application process. Additional information and resources are located on the Apply for an Award page. Still have questions? Contact recordingsatrisk@clir.org. During the application period, CLIR accepts inquiries by email only.

All proposals must be submitted through the official online application form.

This document is for viewing only. Create a personal, editable copy of this Google Doc (if logged into a Google account)

To download and work on your computer, select "File" then "Download as" from the menu.

All proposals must be submitted through the online application form by
April 19, 2023 at 11:59 pm Eastern

Digitizing Special Formats Wiki

Create account Log in

DLF

Page Discussion Read View source View history Search DLF Wiki

Digitizing Special Formats

This list of resources is curated by the Digital Library Federation for the benefit of cultural heritage professionals planning projects involving the digitization of rare and unique materials. Applicants to the Digitizing Hidden Special Collections and Archives and Recordings at Risk programs of the Council on Library and Information Resources may find these helpful in planning project proposals.

Rather than providing comprehensive coverage, this list includes introductory and reference materials that are good places to begin an exploration of issues of broad import to digitizing cultural heritage materials.

Content for this wiki page is currently being curated by program staff at the Council on Library and Information Resources. This page was originally developed and edited by the following team: Nicholas Graham, Project Coordinator, North Carolina Digital Heritage Center, Lisa Gregory, Digital Projects Librarian, North Carolina Digital Heritage Center, and Tamsyn Rose-Steel, CLIR/DLF Postdoctoral Fellow for Data Curation in Medieval Studies at Johns Hopkins University.

If you would like to suggest a resource for inclusion on this page, send your suggestion to info@diglib.org. The DLF is currently seeking professionals from DLF member institutions who would like to participate in a curatorial group to develop and maintain the content of this page. Prospective volunteers for this group should also send expressions of interest to info@diglib.org.

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Special pages
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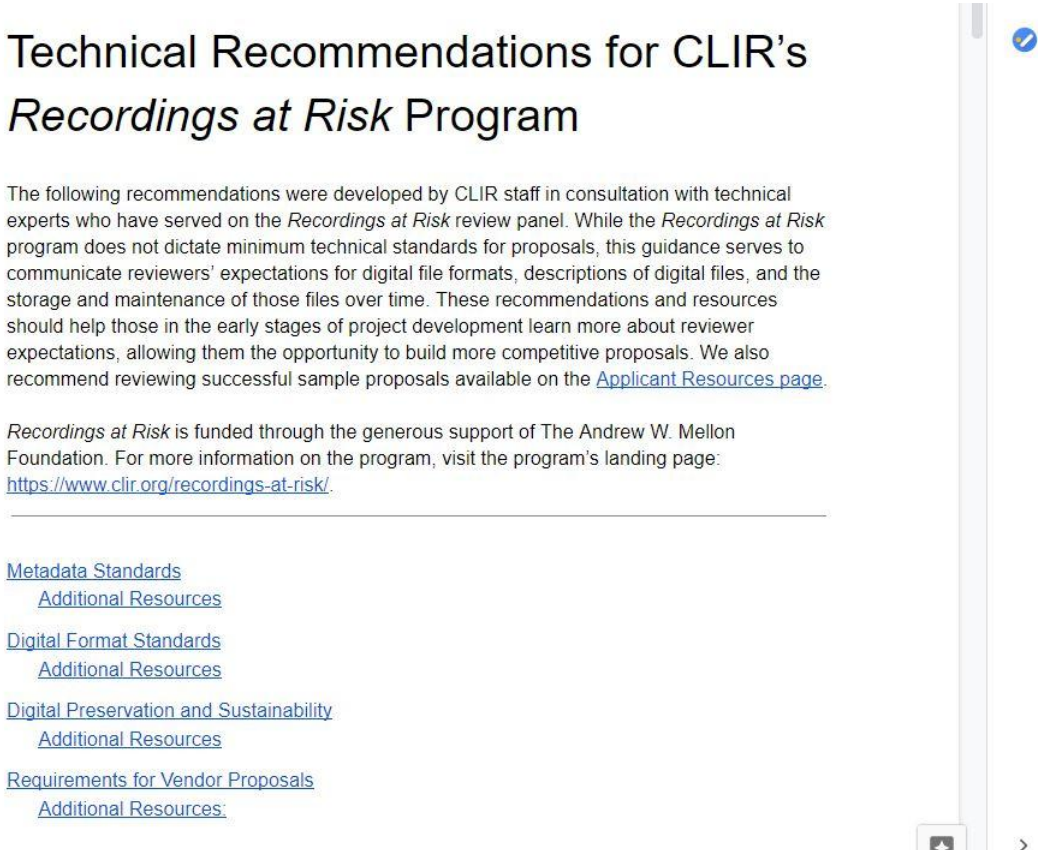
Page information
Cite this page

Related Sites

DLF Website
CLIR Website

wiki.diglib.org/Digitizing_Special_Formats

Technical Recommendations



Technical Recommendations for CLIR's *Recordings at Risk* Program

The following recommendations were developed by CLIR staff in consultation with technical experts who have served on the *Recordings at Risk* review panel. While the *Recordings at Risk* program does not dictate minimum technical standards for proposals, this guidance serves to communicate reviewers' expectations for digital file formats, descriptions of digital files, and the storage and maintenance of those files over time. These recommendations and resources should help those in the early stages of project development learn more about reviewer expectations, allowing them the opportunity to build more competitive proposals. We also recommend reviewing successful sample proposals available on the Applicant Resources page.

Recordings at Risk is funded through the generous support of The Andrew W. Mellon Foundation. For more information on the program, visit the program's landing page: https://www.clir.org/recordings-at-risk/.

Metadata Standards
- Additional Resources

Digital Format Standards
- Additional Resources

Digital Preservation and Sustainability
- Additional Resources

Requirements for Vendor Proposals
- Additional Resources:

- Introductions
- Eligibility and Drafting Resources
- → Starting an Application
- Application Overview
- Final Tips
- Questions

Image courtesy of San Diego State University (Cycle 4 recipient)

Starting an Application

Guidelines

Instructions for application form. Explains questions and provides context.

Visit Guidelines

Apply

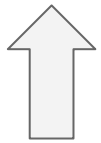
Access the Recordings at Risk application form during an open call for applications.

Apply Here

FAQs

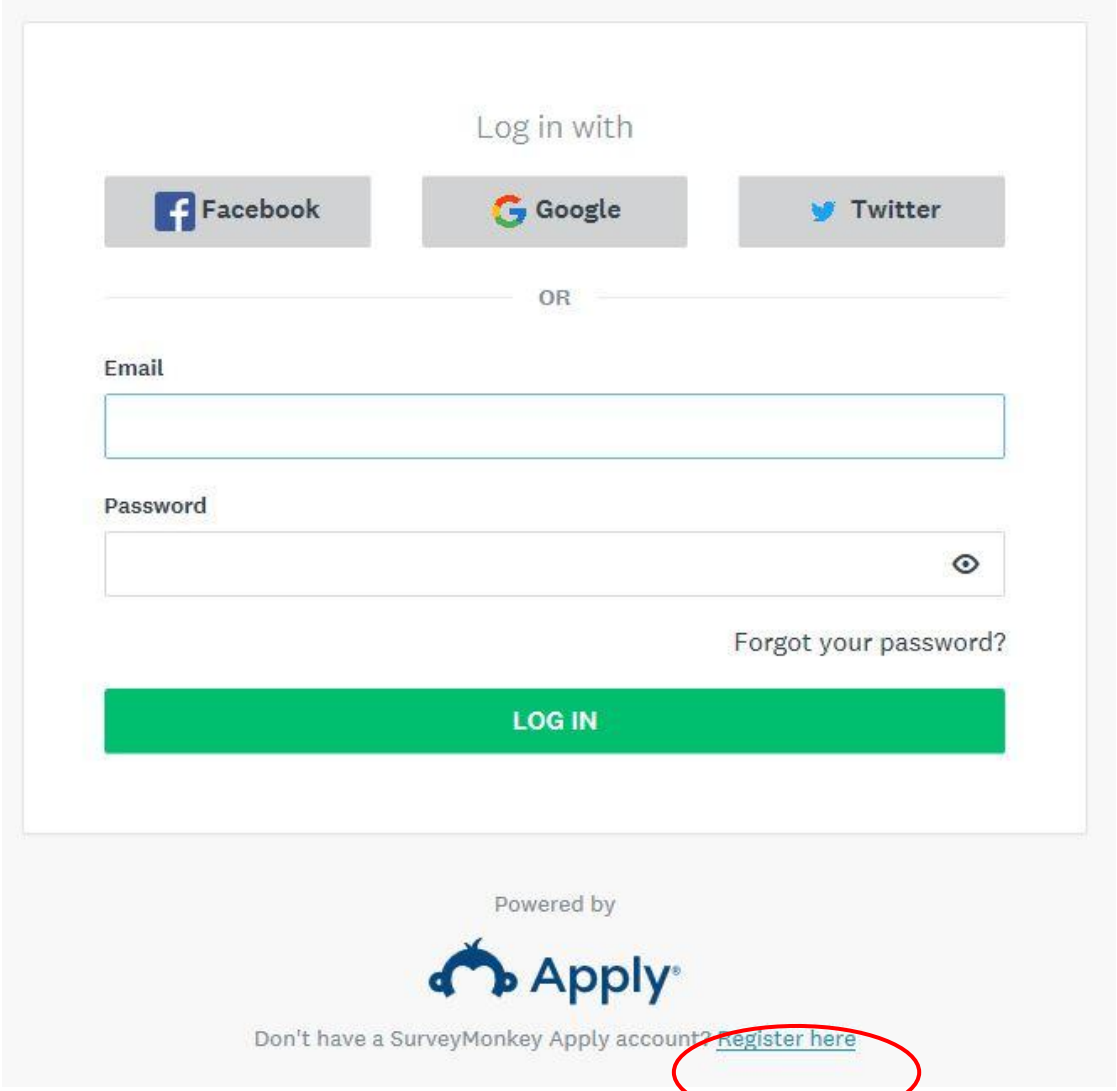
Find answers to our most commonly asked questions.

Read FAQs



Apply here!

Starting an Application



Council on Library and Information Resources

0 of 10 required tasks complete

Last edited: Nov 26 2017 09:03 PM (UTC)

REVIEW & SUBMIT

SA Super Applicant (Owner) [redacted]

Add collaborator

Recordings at Risk

Preview ...

0000000009

APPLICATION ACTIVITY

Your tasks

- Eligibility
- Application Form
- Letter of institutional support
- Letter(s) of support
- Project Plan
- Digital Preservation Plan
- Budget Narrative
- Budget Detail
- Service Provider(s) Proposal
- Representative Thumbnail Image
  Cannot be started at this time
- Additional Information(optional)

Uploads

- Introductions
- Eligibility and Drafting Resources
- Starting an Application

→ Application Overview

- Final Tips
- Questions

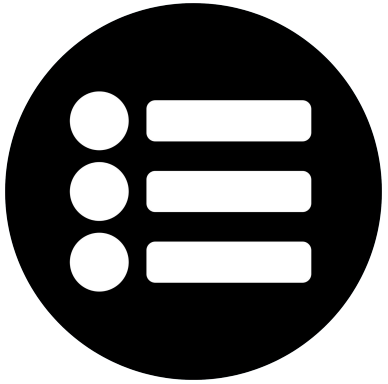
Image courtesy of the New Museum (Cycle 4 recipient)

Application Overview

- Section 1. Project Summary
- Section 2. Description of Content
- Section 3. Scholarly and Public Impact
- Section 4. Risk Assessment
- Section 5. Rights, Ethics, and Re-Use
- Section 6. Project Design
- Section 7. Service Provider Information
- Section 8. Funding
- Section 9. Applicant Information

Section 1: Project Summary

- Project Summary
- Size of Request
  - $10,000 - $50,000
- Project length
  - 3 – 12 months
- Letter of institutional support



Registry icon

http://registry.clir.org

Project Start 05/01/2019

Project End 04/30/2020

Resubmission?

☐ **This application has been previously submitted for consideration.**

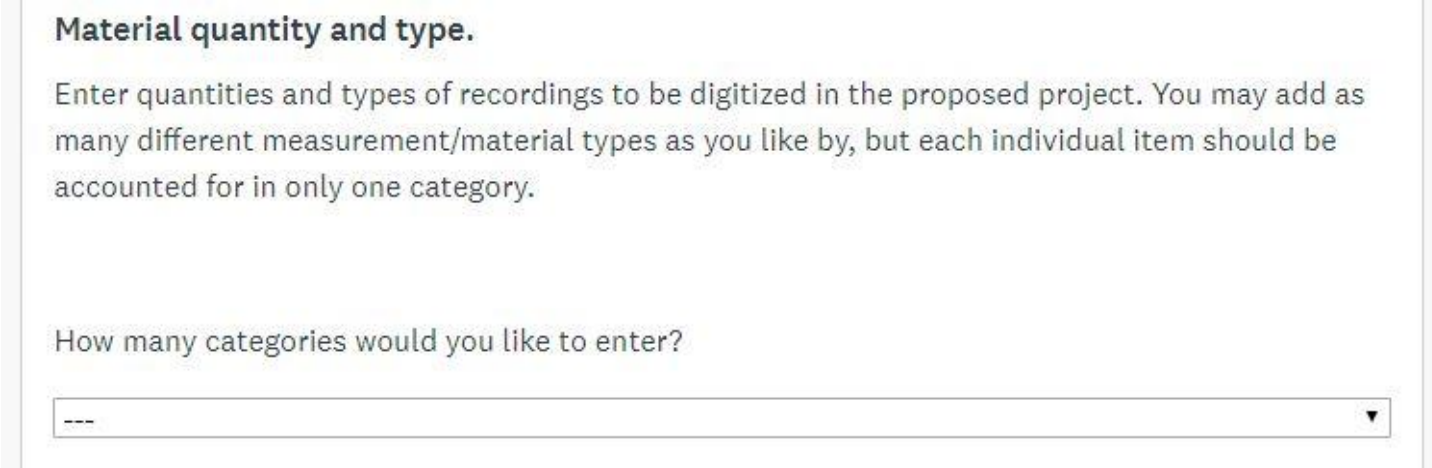
If this application is a resubmission to the Recordings at Risk program, explain what changes have been made in response to reviewer comments. If this proposal has been previously submitted to another CLIR grant program (i.e. Cataloging Hidden Collections; Digitizing Hidden Collections), include that information here.

(max. 500 words)

SAVE & CONTINUE EDITING NEXT

Section 2: Description of Content

- Description of materials
- Geographic scope
- Date range of materials
- Condition
- Material Quantity and Type ↩️
- Inventory (optional)



Material quantity and type.

Enter quantities and types of recordings to be digitized in the proposed project. You may add as many different measurement/material types as you like by, but each individual item should be accounted for in only one category.

How many categories would you like to enter?

How many categories would you like to enter?

2

Category 1

Material Type ---

Amount of Material

Unit of Measurement ---

Additional Information

Category 2

Material Type ---

Amount of Material

Unit of Measurement ---

Additional Information

How many categories would you like to enter?

2

Category 1

Material Type: VHS

Amount of Material: 42

Unit of Measurement: Items

Additional Information:

Category 2

Material Type: Other

Other Format: Wire recording

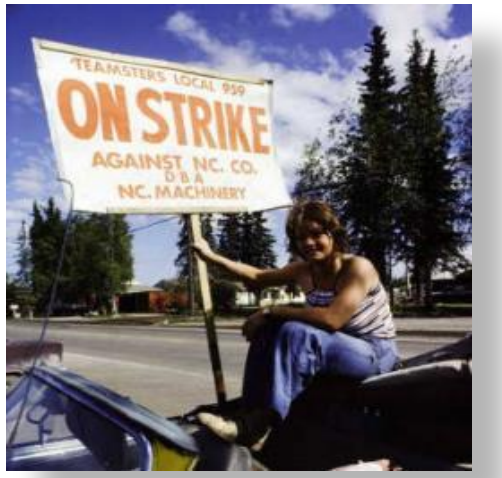
Amount of Material: 4

Unit of Measurement: Recorded hours

Additional Information:

Section 3:
Scholarly and Public Impact

- One of the four primary criteria!
- Describe impact upon scholarship and the public
- Recommendation letters
  - 1 required (up to 3 total)



Guidelines for the Authors of Letters of Support

COUNCIL ON LIBRARY AND INFORMATION RESOURCES

211 NORTH UNION STREET, SUITE 100-PMB1027 ALEXANDRIA, VA 22314

Email: contact@clir.org • Fax: 202.600.9628 • Web: https://www.clir.org

Guidelines for the Authors of Letters of Support for CLIR Grant Applications

Digitizing Hidden Special Collections and Archives and Recordings at Risk

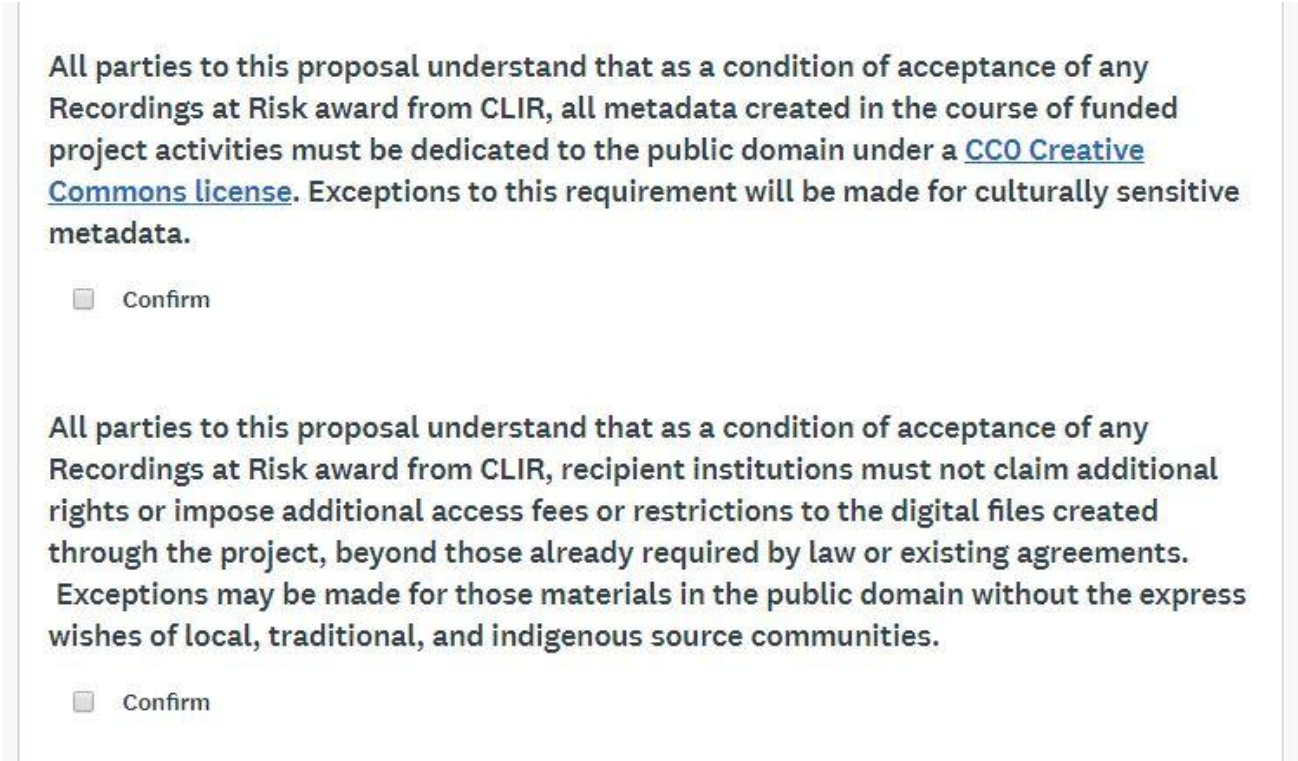
Good letters from outside perspectives are essential components of any application for Digitizing Hidden Special Collections and Archives or Recordings at Risk. Letters of support must come from individuals knowledgeable about the source materials nominated for digitization but may not come from those who are directly affiliated with a proposed project.

Section 4: Risk Assessment

Explain the urgency of the proposed project

Section 5:
Rights, Ethics, and Re-Use

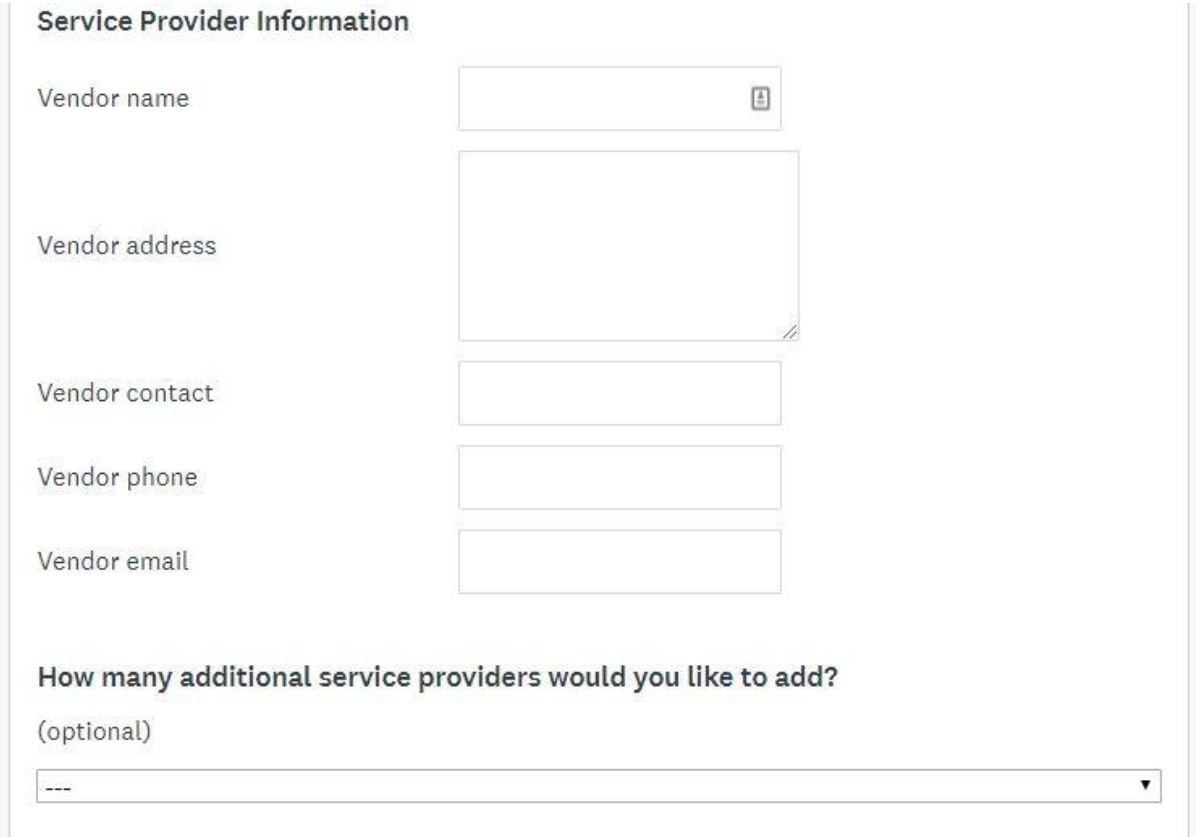
- Rights, embargoes, ethical/legal considerations?
- Personally Identifiable Information?
- Culturally-sensitive material?



Section 6: Project Design

- Project plan w/ timeline
- Technical approach
- Digital preservation plan
  - Multiple copies of digital files
  - Scheduled fixity checks
  - Periodic migration
  - Metadata creation
- Access to project deliverables

Section 7:
Service Provider Information



Rationale for your service provider selection

Section 7: Service Provider Information

- “Qualified” external service provider? Check:
  - Colleagues
  - Conference sponsorships
  - Webinars/panels
- What can I do to get the most accurate proposal?
  - Complete inventory
  - Photos

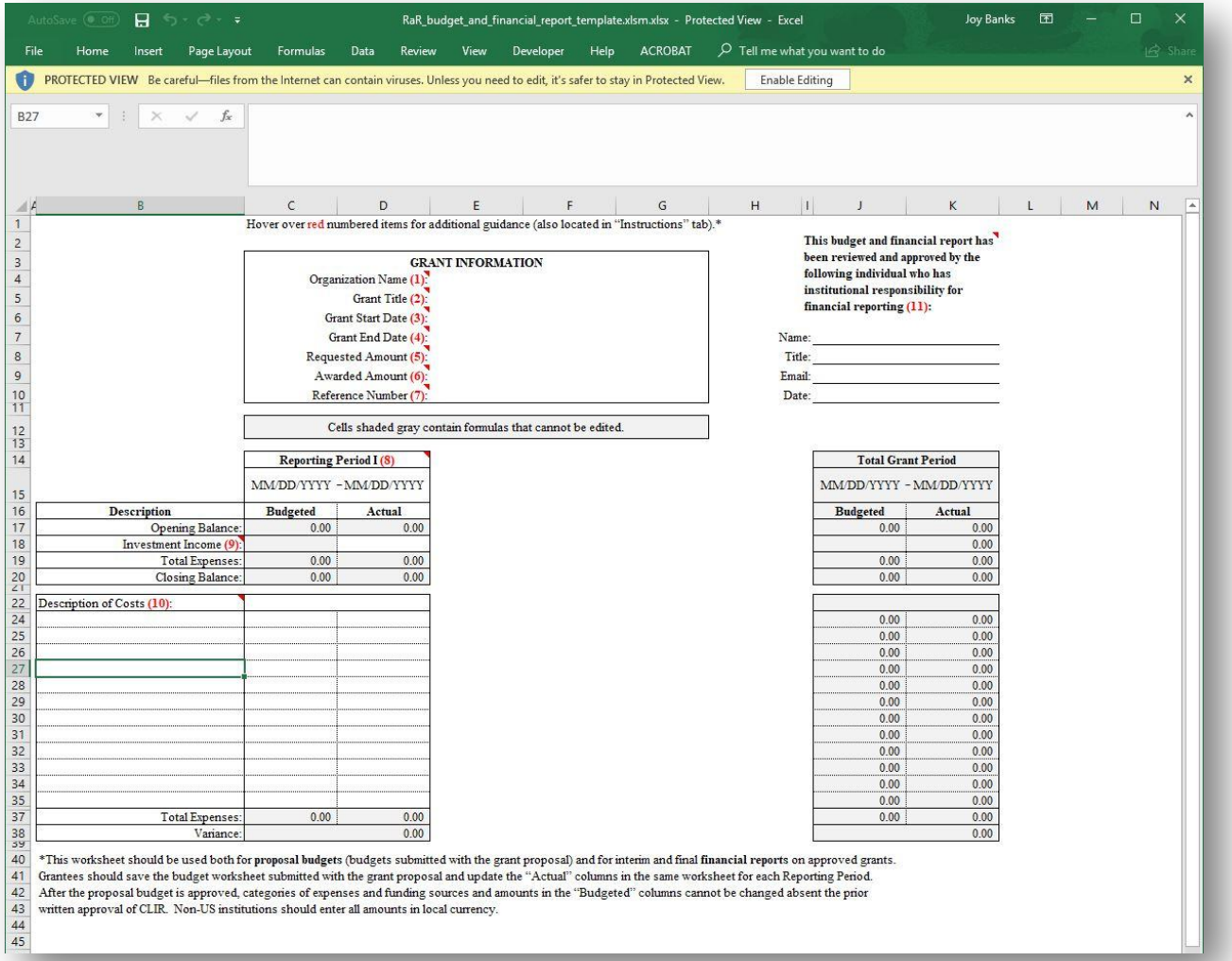
AMIA

Strategies for Audiovisual Digitization Projects
a DLF-hosted webinar series

OHA ORAL HISTORY ASSOCIATION

ASSOCIATION FOR RECORDED SOUND COLLECTIONS | ARSC

Section 8: Funding



- Budget Narrative
- Budget and Financial Report form
- Service Provider Proposal(s)
  - 1 required, 3 max.

Section 8: Funding

- Allowable Costs
  - Costs charged by service provider for stabilizing media for the purposes of preservation reformatting, conducting preservation reformatting, or basic metadata creation
  - Shipping of materials to service provider
  - Insurance for materials during shipping and handling by service provider

Section 8: Funding

- Allowable Costs (continued)
  - Fair compensation for labor associated with:
    - Developing culturally appropriate access
    - Conducting quality control
    - Creating metadata
    - Ingesting reformatted recordings
    - Implementing basic captioning, transcription, and translation
  - Purchase of digital storage media or re-housing supplies when specifically used for project activities

For a full list, refer to Appendix A of the Guidelines and Template

Section 8. Funding

- Some Disallowed Costs
  - Indirect costs
  - “Miscellaneous”
  - Electronic equipment other than storage media
  - Software licenses or services
  - Conservation treatment beyond what is necessary to digitize
  - Extensive processing/editing of digital surrogates
  - Copyright assessment or research related to preparation of detailed collection descriptions

For a full list, refer to Appendix A of the Guidelines and Template

Section 9: Applicant Information

- Proof of nonprofit status
- Board/Trustee List
- Contact information

Additional Information (optional)

Allowable appendices include:

- Summary documentation of collection assessments
- Accession documentation
- Donor agreements
- Photographs of nominated materials
- Audio/video samples relevant to nominated materials
- Sample metadata records
- Additional service provider proposals

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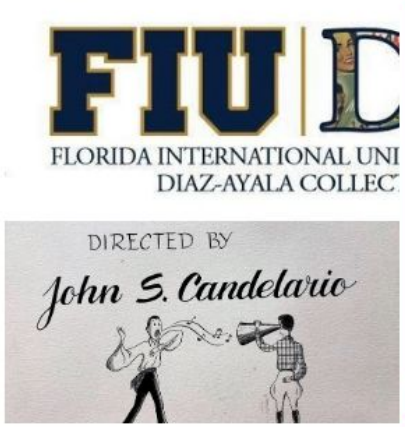
Image courtesy of the YIVO Institute for Jewish Research (Cycle 7 recipient)

Final Tips

- Estimate timelines generously
- Be in touch with service providers about their protocols and particular instructions
- Flexibilities available post-funding include
  - extensions, if projects encounter delays
  - budget reallocations

Final Tips

- Ask “is this grant program the **right fit?**”
- **Read the instructions** and requirements *carefully*!
- Leave yourself as much time as possible
- **Get organized**: project manage the application process
- Assemble your **dream team** of contributors and partners
- Ask for the amount of funds you actually need
- After reading the materials online, contact program staff about any remaining questions
- **Propose a project you believe in** and an approach that you feel good about



Questions?

Images courtesy of Cycle 8 recipients!

RAR
Recordings at Risk

Thank you!

Join us for a Q&A session on
March 8, 2pm EST

recordingsatrisk@clir.org
@CLIRgrants
#CLIRRaR