

NDNP Awardee Interim Performance Report

(July 1, 2010 – January 31, 2010)

NEH Award Number: PJ-50046-09
NDNP State: South Carolina
Submitted By: Kate Boyd, Digital Librarian, University of South Carolina (USC)
Craig Keeney, Cataloging Librarian, USC
Santi Thompson, South Carolina Digital Newspaper Program
(SCDNP) Manager, USC
Report Date: February 25, 2011

INTERIM PERFORMANCE REPORT NARRATIVE

1. Describe any changes that you have made or that you anticipate making in the project work plan or methodology from the award proposal submitted to the competition.

There were no major changes that occurred with the project work plan during the performance period. For more details on the deliveries made to our vendor and to the Library of Congress (LC), please see Chart A: Milestones for Batch Delivery to Library of Congress on page 4 of this report.

2. Please describe any selection or film acquisition/evaluation activities during the performance period.

The project manager worked with the LC Duplication Services Office and the New York Historical Society to obtain several reels of African-American newspapers selected by the advisory board. In September 2010, the Duplication Services Office confirmed that they would deliver five reels of second generation negative microfilm to the SCDNP staff in October 2010. That same month, the New York Historical Society duplicated and delivered a reel. In November 2010, the project manager contacted NEH and requested permission to digitize these titles since they had previously been digitized by a private company. NEH granted permission to SCDNP to digitize in that same month.

While evaluating microfilm, the metadata assistants discovered newspaper title changes not reflected in the correspondence between SCDNP, LC, and NEH. The first title is the *Straight Out Democrat*. This title had a relationship with one of the selected newspapers for the project, the *Columbia Phoenix*; however, this relationship was not reflected in the catalog record for either title. The cataloging librarian worked closely with Vanessa Mitchell at LC to adapt the catalog records and clarify the relationship between the two titles. The second newspaper title is the *Charleston Free Press*. While the project manager identified the newspaper's preceding title, *The Free Press*, and reported it to LC as a title to be selected, he did not recognize that there was a similar title, the *Charleston Free Press*, that also fell into the scope of the program and reflected the experiences of African Americans. As a result, the title would also be included in the current grant cycle. Both the *Straight Out Democrat* and the *Charleston Free Press* have LCCN numbers which SCDNP staff will use when submitting the material to LC.

The metadata assistants analyzed and created general, structural, and reel metadata for 28 reels of microfilm, which comprise two batches of the program and approximately 16,000 images. During the performance period, metadata assistants reviewed the following titles: the *Sumter Watchman*, *The Watchman and Southron* [Sumter, S.C.], *The Orangeburg News*, *Orangeburg Times*, *Orangeburg News and Times*, *The Times and Democrat* [Orangeburg, S.C.], *Keowee Courier* [Walhalla, S.C.], *People's Recorder* [Columbia, S.C.], *Southern Indicator* [Columbia, S.C.], *Missionary Record* [Charleston, S.C.], *Georgetown Planet* [Georgetown, S.C.], *South Carolina Leader* [Charleston, S.C.], *The Afro-American Citizen* [Charleston, S.C.], *Rock Hill Messenger* [Rock Hill, S.C.], *The Free Press* [Charleston, S.C.], *Charleston Advocate* [Charleston, S.C.], *Free Citizen* [Orangeburg, S.C.], *Charleston Free Press* [Charleston, S.C.]. To track the progress with evaluating microfilm, including dates of completion for each batch, please see Chart A on page 4 of this report.

3. Describe any specific award activities that have taken place between collaborating institutions in your state.

As described in the previous interim performance report, the project manager worked with SCDAAH, LC, and the New York Historical Society to obtain second generation microfilm for the project. The three institutions delivered the reels during this interim performance period. No other collaborative projects have occurred with other institutions during the period.

4. Describe specifically your progress in conversion and/or vendor selection (attach documentation as desired).

The project manager and metadata assistants delivered two batches of microfilm and metadata to the vendor for digitization. For specific information on the number of images in each batch and their delivery dates, please see Chart A on page 4 of this report.

5. Do you have any questions or comments regarding the use of the tools provided by LC (Digital Viewer Validation)?

The project manager was in direct contact with representatives from the Library of Congress regarding issues with the DVV during the interim performance period. Tonijala Penn continues to provide invaluable guidance and information for SCDNP staff.

6. Provide an update on your planned schedule for delivery of digital assets to the NDNF repository. Include anticipated number of files to be delivered and planned means of delivery or transfer. (Keep in mind the delivery deadlines noted in the Cooperative Agreement Document, but also take into consideration your own resources and workflow plans. LC requests that you plan to deliver new data monthly, with one batch per hard drive. Batches that have been submitted and require rework should be shipped to LC as soon as fixes are complete (send more than one hard drive at a time, if needed).

As of the end of the performance period, SCDNP delivered six batches of data (comprising approximately 54,748 images) on external hard drives to LC to ingest into *Chronicling America*. Of these six batches, LC has approved four and they are currently inspecting the remaining two.

In addition, SCDNP currently has three batches (comprising approximately 28,858 images) in the digitization process. Once received from the vendor, SCDNP staff will inspect the data and will send the batches to LC after approving and verifying the material. SCDNP staff members are currently inspecting microfilm and creating metadata for the remaining two batches (comprising approximately 16,394 images) and will send this material to the vendor for digitization in the following month. For the full details, please see Chart A on page 4 of this report.

SCDNP staff members have altered the schedule of deliverables to ensure that all batches will be submitted to LC by the end of April 2011. In order to meet this deadline, SCDNP will send multiple batches to LC in March and in April.

7. State briefly the status of any other digitized newspaper activities in your or collaborating partners' institutions (non-NDNP-funded).

There were no other digitized newspaper activities occurring at USC Libraries during this interim report period.

8. Please provide copies of or URLs for any public presentations or publications on topics related to your participation in NDNP (or describe future plans for such).

The following NDNP-related presentations occurred during the performance period:

- In September 2010, LC's Deborah Thomas visited USC to discuss the SCDNP. While here, Thomas gave a public presentation on NDNP and *Chronicling America*. The project manager introduced the SCDNP Web site and blog to the audience and also provided the list of newspaper titles selected for inclusion in the project.
 - In October 2010, SCDNP staff members presented "The South Carolina Digital Newspaper Project" at the 2010 annual meeting of the South Carolina Library Association in Myrtle Beach, S.C.
9. Describe any follow-up issues or questions you would like convey to the NDNP program committee as you begin your digital conversion project.

Please submit to your NEH Program Officer (preservation@neh.gov) with a copy to ndnptech@loc.gov, by February 28, 2011.

Chart A: Milestones for Batch Delivery to Library of Congress

Batch Name	SCDNP Version Number	Approximate Number of Images	Film Duplicated	Reel Evaluation Completed	Data Delivered to Vendor	Data and Images Validated	Data and Images Verified	Essay Draft Written	Batches Delivered to LC
batch_scu_alexivaalentine	1	9435	2010-02-03	2010-03-18	2010-03-19	2010-06-15	2010-06-21	2010-08-13	2010-07-21
batch_scu_brandonblaze	1	9716	2010-02-03	2010-03-19	2010-03-19	2010-09-08	2010-09-17	2010-08-13	2010-09-20
batch_scu_carlaco	1	9875	2010-02-03	2010-04-07	2010-04-07	2010-09-14	2010-10-10	2010-08-13	2010-10-12
batch_scu_danastjames	1	9846	2010-02-03	2010-04-06	2010-04-07	2010-09-29	2010-11-09	NC	2010-11-15
batch_scu_evadeestruction	2	9892	2010-02-03	2010-06-21	2010-06-21	NC	NC	NC	NC
batch_scu_felicitylane	2	8345	2010-02-03	2010-05-25	2010-06-21	2010-12-01	2011-01-04	NC	2011-01-05
batch_scu_gnomiemoore	2	9516	2010-02-03	2010-05-25	2010-06-21	NC	NC	2010-08-20	NC
batch_scu_heddalettu	1	7531	2010-02-03	2010-11-15	2010-11-15	2011-01-08	2011-01-28	NC	2011-01-28
batch_scu_imonidevore	2	9150	2010-02-03	2010-12-14	2010-12-21	NC	NC	NC	NC
batch_scu_jinx	1	8200	2010-02-03	NC	NC	NC	NC	NC	NC
batch_scu_kikideville	1	8200	2010-02-03	NC	NC	NC	NC	NC	NC

Notes:

- SCDNP Version Number: Current version of batch in operation (FYI: batches rejected during QR will have value higher than 1; this value is given by SCDNP and should not be confused with the version number assigned by LC for their own approval process)
- Film Duplicated: Project Manager receives second generation film duplicated by SCDAH.
- Reel Evaluation Completed: Metadata Assistants inspect microfilm and create metadata for batch.
- Data Delivered to Vendor: Project Manager sends microfilm and metadata to vendor.
- Data and Images Validated: Vendor validates the xml and images created during the digitization process.
- Data and Images Verified: Project Manager verifies the images and xml created by the vendor.
- Essay Draft Written: Cataloging Librarian sends final draft of Newspaper Essay to NEH officer.
- Batches Delivered to LC: Project Manager sends verified batch to Library of Congress.
- NC: items not completed as of the end of this performance period.