

NDNP Awardee Interim Performance Report

(January 1, 2010--June 30, 2010)

NEH Award Number: PJ-50046-09
NDNP State: South Carolina
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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.

During this interim performance period, project staff members have followed the project work plan closely: metadata assistants inspected microfilm and created general, structural, and reel metadata for newspaper images; the cataloging librarian updated catalog records for specific newspaper titles; the cataloging librarian began writing scope notes for selected newspaper titles; the project manager sent six batches of microfilm and metadata to the vendor for digitization.

However, project staff members made a small number of changes to the project work plan. To allow the vendor to have more time with the microfilm for digitization, the project manager has altered the schedule of delivery for the second generation microfilm to the Library of Congress. Instead of delivering this microfilm on a monthly basis, the project manager will send the material to the Library of Congress once the batch has been formally approved for ingestion into Chronicling America. Please note that the project manager still intends to have all second generation microfilm submitted to the Library of Congress by the June 30, 2011 deadline.

Project staff members also altered workflow deadlines due to vendor delivery delay and to questions regarding quality control. For more information on these changes, see the response to question six of this report.

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

The project manager received two shipments of second generation microfilm (289 total reels) from the South Carolina Department of Archives and History (SCDAH) in February 2010. These reels make up the material that will be digitized and included in Chronicling America.

Project staff members completed two film inspection activities during this interim performance period. To comply with NDNP requirements, the project manager submitted a list of selected newspaper titles and information about each title in February 2010 to the Library of Congress for approval. The Library of Congress authorized the list in March 2010. While evaluating microfilm, the metadata assistants discovered newspaper titles not represented in the Chronicling

America database. The cataloging librarian created CONSER records for the *Laurens Advertiser* and *The Intelligencer* (Anderson, S.C.) in March 2010.

Metadata assistants analyzed and created general, structural, and reel metadata for 103 reels of microfilm, which comprise six batches of the project and approximately 59,000 images. During the performance period, metadata assistants and the project manager reviewed the following titles: *Anderson Daily Intelligencer*, *Anderson Intelligencer*, *Intelligencer*, *The Charleston Daily News*, *Columbia Phoenix*, *Columbia Daily Phoenix*, *The Daily Phoenix*, *The Tri-weekly Phoenix*, *The Sumter Watchman*, and *The Watchman and Southron*. 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 SCDAH and the Library of Congress to obtain second generation microfilm for the project. The two 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 six batches of microfilm and metadata to the vendor. 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 NDNP 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).

On June 15, the vendor returned Batch A for the project manager to verify, conduct quality control, and submit to the Library of Congress. After completing the verification process, the project manager contacted the Library of Congress regarding a quality control issue on June 30.

The project manager is delaying the delivery of Batch A until receiving advice from the Library of Congress.

As a result of this delay and the vendor's digitization backlog, the project staff members will not be able to meet the required 25 percent of content due to the Library of Congress by July 31, 2010. The project manager anticipates having between 10 and 20 percent (or one to two batches) of the total number of images delivered to the Library of Congress by the July 31, 2010 deadline. To compensate for the missed deadline, project staff members intend to submit multiple batches in a single month during the next interim performance period. This will bring the project back on target to meet future due dates. The project manager has been in contact with Deb Thomas and Tonijala Penn regarding the delay in batch delivery.

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).

In April 2010 the project manager created a web presence for SCDNP. In addition to listing project staff and selected newspaper titles for the project, the website will also link to a blog that will update users on the staff's progress as well as highlight particular newspaper content. The website is currently being integrated into a larger overhaul of the USC Libraries Web portal. The project manager will notify the National Endowment for the Humanities and the Library of Congress when the site is available to the public.

Also in April 2010 the project manager submitted a session proposal, entitled "The South Carolina Digital Newspaper Project" for inclusion in the 2010 annual meeting of the South Carolina Library Association. The conference selection committee approved the proposal in June 2010. Project staff members, including the Co-PI, project manager, and metadata assistants will present on their work at the annual meeting in Myrtle Beach on October 2010.

In May 2010 the Digital Librarian/Co-PI appeared on Palmetto People, a state-wide talk show dedicated to covering stories on and about South Carolina. She discussed SCDNP in addition to the other projects that the USC Digital Collections office is completing. The project manager will notify the National Endowment for the Humanities and the Library of Congress when the interview becomes available to the public via the Internet.

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 ndnp@loc.gov, by July 31, 2010.

Chart A: Milestones for Batch Delivery to Library of Congress

Batch Name	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_alexiavalentine	9555	2010-02-03	2010-03-18	2010-03-19	2010-06-15	2010-06-21	NC	NC
batch_scu_brandonblaze	9713	2010-02-03	2010-03-19	2010-03-19	NC	NC	NC	NC
batch_scu_carlaco	9889	2010-02-03	2010-04-07	2010-04-07	NC	NC	NC	NC
batch_scu_danastjames	9966	2010-02-03	2010-04-06	2010-04-07	NC	NC	NC	NC
batch_scu_evadeestruction	9892	2010-02-03	2010-06-21	2010-06-21	NC	NC	NC	NC
batch_scu_felicitylane	9890	2010-02-03	2010-05-25	2010-06-21	NC	NC	NC	NC

Note:

- 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 submission date of this report.