KSHRAB Conference Call

2/26/2016

Called to order at 10:04

Joined Conference call:

Matt led introductions.

Matt wanted to clarify some aspects of KSHRAB.

KSHRAB: Kansas state historical records advisory board; funding comes through NHPRC – granting/funding arm of national archives;

Historical records: assumption that since KSHRAB is funded by state government, we are only interested in government archives; actually interested in preserving all types of records (local and personal, etc.);
UNIQUE one of a kind historical records (not books, periodicals, newspapers, etc.)

Use methods to enhance/improve preservation of records throughout the state; mostly been education to staff and students; this year we have the opportunity to provide a regrant program (KSHRAB is pass-through agent to provide better digital access to historic records)

Basics of grant: KDAHR regrant program; max is $2500; encourage in-kind/cash match (donated time as a staff member/volunteer towards the grant); who can apply? Anyone in Kansas that houses/provides access to historical records – smaller collections (less than 500 cubic feet) – smaller staff (2 or less);
Eligible projects: digitizing analog collections and providing online access through Kansas Memory (and through their own website), create/digitize a finding aid with descriptive materials for the collection, create/update website

Eligible expenses: salaries and wages for project staff; consultant fees up to $500; contract services (for digitization, website development); equipment specific to project (scanners, etc.); some travel expenses (closely related to the project)

Application Review Criteria: KSHRAB board will make decisions – clarify why the records have historical significance, adhere to project requirements

Timeline: deadline of March 18; review during March and April – announce at end of April, begin May 2. End by October 31. Don’t take in more than you can handle.

Questions:::

Harvey CO (Deb Hiebert): requirement of Kansas Memory – does every item have to be scanned front and back? Michael: encourage people to look on the back of items so we don’t overlook (not required to scan if blank) – Matt – you can add stuff to your own website but KM allows people to not have to search through long distance: Preferred digital storage format? Michael – will cover
Michael:

**Unique Materials?** Unpublished materials unavailable in other formats in other agencies (newspapers, periodicals, books probably not eligible because of their availability); county government records are good, but a lot are already available and have been scanned by GSU and family search; Original records: no photocopies, low-quality digital prints; audio-digital, photocopies may already be in our collection, so we will have to check (call and check with us)

**Historical Significant?:** substantial research, genealogical, legal value – permanent value. Records from all periods and locations in Kansas history.

**Not looking for:** material that is not widely identified (locations or people) – you can invite people in to try and identify as part of the grant; records and documents – not 3D artifacts

Questions: None

Joanna:

**Eligible Institutions:** Making records public on a regularly scheduled basis (looking for places that do or want to provide access to their records) – need to add a clear explanation in the application about how the grant would allow for the collection to be made available to the public, either digitized or through a website. Matt- don’t provide regular hours> don’t feel disqualified if you are willing to digitize them and make them public

Michael:

Grant guidelines provide details about scan quality; etc

Min. standards for imaging flat materials: optical resolution of 1500 min., output in uncompressed TIF format, ____________, call Michael with questions

- If you don’t have the equipment, Epson scanners through Epson or other vendors (V19 allows up to 8x10 for $70); transparencies, negatives, slides (V550 for $175); large glass plate negatives (V800 - $660) up to 8x10

Grant allows you to purchase any of these scanners

Didn’t include specific standards for photographing materials/audio-digital material; we would want to talk to you about the approach and the materials themselves.

Scanning of bound-materials, audio-video: maybe beneficial to seek assistance of a vendor (Scanning America, Imaging Office Systems, Bit-Co, Kansas Correctional Facility in Norton); Regional Library system are good source for training on equipment, loaning equipment (resource sharing)
Submission: after images are created, submit metadata and images via external hard drive (we will supply an excel sheet with fields for metadata); hard drives (at least 1TB for less than $100). Most materials would be saved in TIF uncompressed format, spreadsheet with metadata would be saved to hard drive.

Margaret::: her office uses external hard drive, very easy to use.

Matt opened up to questions

Lynn Ward: thinking about digitizing rural county school photographs? Michael: make sure you go through identification

Jane (Harvey County) : do you have RR maps in Santa Fe Collection? Part of digital collection? Would like to look at the blueprint maps to see if we have any from Newton ; can send her a list of what we have from Newton

Matt :::

Call one of our staff members if you have any questions. Let us know if you’d like us to look at any draft of the application.

Diana Shaner ::: developing website? Can they talk to consultants beforehand? Matt::: You should talk to them as you are creating your application. Clearly articulate in the application how the website upgrade will provide access to your materials. Diana:: how do you demonstrate the positives of applying for the grant? Matt: describe why you need the money. Joanna:::describe your challenges and the motivations behind how you could maintain and sustain the project once you’ve started.

Meeting closed at 11:00