

THE FLORIDA HERITAGE PROJECT

A proposal submitted by the
Digitization Discussion Group, SUS Libraries Technical Services Planning Committee
November 24, 1998

EXECUTIVE SUMMARY

The SUS Technical Services Planning Committee's Digitization Discussion Group (DDG) proposes that the SUS Libraries, in partnership with FCLA and the State Division of Library and Information Services¹, undertake the Florida Heritage Project as a first statewide digital library initiative. The focus of the proposed Florida Heritage Collection will be the history and culture of Florida, from prehistoric times to the modern day. The resulting collection of significant, high-quality reproductions will provide an invaluable resource for scholars, teachers and students, while providing the state's libraries with a model for digital library development.

The suggested production process enables each participating library to exercise local control over the selection, conversion, and cataloging of its materials for inclusion in Florida Heritage. To assure coherence and consistency across the individual participating institutions, the project work-plan proposes adherence to a common set of standards, protocols and best practices which are being developed with the help of appropriate sources of expertise within the SUS Libraries, such as the Taskforce on Cataloging and Access Guidelines for Electronic Resources; the Electronic Collections Committee; the WebLUIIS Taskforce; subject specialists; preservation and digitization experts; and others.

To foster consistency and quality control in a consortial project of the proposed scale, the DDG will function as a project management team to coordinate, monitor, and report on the progress of the Florida Heritage Project. This team will oversee the dissemination of common guidelines and standards; provide timely news and notices; monitor and report on project developments; assist in troubleshooting or problem solving; and lead efforts to gain publicity for the project.

It is further proposed that the \$100,000 provisionally reserved for the initial phase of the project by the SUS library directors at their meeting of September 14, 1998, be used in FY98-99 to create a pilot Florida Heritage collection of approximately 650 items or 31,000 pages. The majority of the funds (\$93,000) should be made available to the participating SUS libraries for the digital reproduction of materials, whether performed in-house, through a vendor, or at another SUS Library. It is urged that the directors prohibit the use of these funds for the acquisition of equipment, cataloging, or other local "in-kind" support tasks. The remaining \$7,000 will be used to complete three project management tasks: (1) Web site design and development; (2) creation and production of an interpretive 'framework' providing browse access to Florida Heritage

¹ The State Division of Library and Information Services has expressed, to Jim Corey and others, strong support for this project and an interest in being a self-supporting participant.

collection; and (3) development and creation of promotional and instructional materials such as user guides and project flyers. If this initial phase of the project is approved, it is expected that all funds provided will either be encumbered or disbursed before the end of the 98/99 fiscal year, with any certifications forward being cleared by December, 1999.

Success of the Florida Heritage Project will be measured in numerous ways, including the size and strength of the collection; trends in usage and evidence of usability; strong public support; and awards of additional state and external funding. In this way, the Florida Heritage Project promises to advance the state vision of a universal digital library, offering widespread and unlimited access to the state's information resources for the benefit of scholars, teachers, students, decision makers and the average citizenry.

A detailed description of the Florida Heritage Project, and its first-year implementation budget, can be viewed on the Web at:

<http://www.fiu.edu/~clementg/gpc/heritage.pdf>

<http://www.fiu.edu/~clementg/gpc/heritage.txt>

The SUS Digitization Discussion Group is very excited by the opportunities presented by the Florida Heritage Project. We appreciate your consideration of this proposal, and look forward to your response.

INTRODUCTION

In response to a request made by the SUS Library Directors at their September 14, 1998 meeting, the SUS Technical Services Planning Committee's Digitization Discussion Group (DDG) has prepared this proposal for a statewide digitization initiative involving the SUS Libraries, in partnership with FCLA and State Division of Library and Information Services. The aim of the proposed Florida Heritage project is to develop a unique online collection of visual and textual resources documenting Florida's rich culture and history, thereby sharing valuable materials that have been difficult if not impossible to access through the doors of a single institution. The initial effort proposed for FY98/99 will build a "seed" collection of approximately 650 monographs and other works, digitally reproduced from the special holdings of participating libraries. For scholars, educators, and students, the Florida Heritage Collection will offer a central information resource in support of research, scholarship, learning and reflection. For the SUS Libraries, the project offers the opportunity to develop and test digital library capabilities across the state, strengthening the ties among participating institutions through a common set of standards, protocols and 'best practices'. Success of the Florida Heritage Project will be measured not only by the strength of the collection it yields and the diverse users it serves, but also by the new digital initiatives it inspires and additional resources it attracts. In that way, the seeds planted through the initial project will grow into a fuller, richer digital library for the benefit of all Floridians.

SCOPE OF THE COLLECTION

The scope of the Florida Heritage Collection is envisioned to span, in the broadest sense, Florida's history and culture. The themes in this diverse and rich collection are as varied as Florida's multifaceted past, and include cultural, political, and natural history; geography, archaeology, and social movements; science, technology, and industry; and many more. A possible list of themes, as developed by Florida history specialists serving on the SUS DDG, is included as Table 1.

Each participating institution will select its own materials for inclusion in Florida Heritage, in accordance with general guidelines established to ensure a balanced, coherent and valuable collection, as well as a promising "seed" for future growth. Criteria for selection include appropriate subject coverage; uniqueness or rarity; historical significance; and/or value for student, teaching and learning. To ensure maximum benefit for a broad constituency across the State, institutions are expected to select materials in consideration of statewide education standards, as represented by the Florida Sunshine Standards for K-12 curricula, the SUS course numbering system, or academic and research programs at specific institutions. Additionally, each participating library is expected to verify that its selections pose no unresolved issues of ownership, copyright, or other restrictions of use, and have not been previously selected for digitization by another institution.

CAPTURE/CONVERSION

The SUS DDG has previously accepted the digital imaging standards promulgated by the Cornell Department of Preservation and Conservation (and explained in their publication, *Digital Imaging for Library and Archives*, Kenney and Chapman, 1996) as appropriate for a statewide digitization effort in Florida. These standards are currently being added to the DDG's web site. To ensure a minimal level of quality and consistency across the Florida Heritage Collection, all participating libraries will be expected to adhere to these quality standards. A minimal accuracy rate of 99.995% for textual resources and Quality Index of 5 or better for images will be expected, whether digital conversion is performed in-house or through a vendor.

ACCESS TO THE COLLECTION

The Florida Heritage Collection will be widely accessible across Florida through the technical infrastructure of the Florida Center for Library Automation. Users will be able to search or browse the Collection using two distinct types of access aids. First, the Florida Heritage database will provide search access to the Collection through a specially designed WebLUIIS interface. A hyperlinked identifier embedded in each record will transport the user from WebLUIIS to the actual digital resource being described. Second, A Web-based "framework", or set of descriptive pages and indexes, will permit users to browse the Collection by thematic, chronological, and other access points, as outlined in Table 1. It is proposed that the framework for Florida Heritage be professionally developed using project funds.

Development of both access aids is expected to take place in consultation with the appropriate bodies of the SUS. Specifically, the Florida Heritage database on WebLUIIS will be developed and maintained cooperatively by participating libraries according to cataloging guidelines developed by the Taskforce on Cataloging and Access Guidelines for Electronic Resources (CAGER). A preliminary consultation with Jimmie Lundgren, taskforce chairperson, indicates that the record format and cataloging practices being considered by CAGER will be appropriate for Florida Heritage, with a few minor modifications to facilitate project tracking and greater coherence across the Collection. Similarly, it is expected that the interface for the WebLUIIS database and the Web-based indexes will be developed in consultation with such groups as the Electronic Collections Committee and the WebLUIIS Task Force, as well as subject specialists as appropriate.

ELECTRONIC BINDING/DOCUMENT NAVIGATION

Florida Heritage will employ the electronic binding system of the FCLA Digital Library. This system allows users to navigate through the parts of a multipart digital resource in various ways: by moving page by page in a forward or backward direction; by advancing to the first/last page or part; or by jumping up one level to a table-of-contents view of the resource. To facilitate this method of electronic binding and navigation, each item included in Florida Heritage will require an accompanying structural metadata file which describes the relationships among the pieces and

parts within a given digital resource. The format of this structural metadata file is modeled after the 'dataset.toc' files provided to FCLA by Elsevier for their electronic journals. For the participants in the Florida Heritage project, an automated template for creating the 'dataset.toc' will be provided by the UF Preservation Department.

STORAGE

All digital resources included in the Florida Heritage project will reside on the distributed technical infrastructure of the Florida Center for Library Automation. The digital collection will reside on the FCLA Digital Library Server; the database on the WebLUIIS system; and the framework pages, indexes, and project documentation on the FCLA Web server. Central location of all project files at FCLA will ensure their long-term storage, maintenance, and accessibility.

PROJECT DISSEMINATION & PUBLICITY

To provide up-to-date information about the Florida Heritage Project, the project web site will contain links to background information, project guidelines, and other resources of interest to both participants and interested observers. A discussion list for project participants will also facilitate communication and quickly distribute news and notices.

The SUS DDG will coordinate regular reporting by each participating institution and submit project reports to the appropriate bodies within the SUS. DDG members will also coordinate local publicity with the appropriate officers and staff of their libraries and institutions.

PROJECT MANAGEMENT/PLAN OF WORK

Coordination

The primary challenge of the proposed Florida Heritage Project will be the development of a coherent digital resource produced from numerous dispersed collections using decentralized production methods. To facilitate a consortial endeavor of the envisioned scale, the DDG proposes to function as a project management team to coordinate, monitor, and report on the progress of the Florida Heritage Project. This team will oversee the dissemination of common guidelines and standards; provide timely news and notices; monitor and report on project milestones; consult on project design or production with other bodies of the SUS libraries; assist in troubleshooting or problem solving; and, as mentioned in the previous section, lead efforts to gain publicity for the project. DDG members will play a coordinating role on behalf of their own institutions, while also assuming leadership for certain project-wide activities.

Funding

Based on an initial report from the SUS Library Directors' September 14, 1998 meeting, funding in the amount of \$100,000 is available during FY98/99 to partly cover expenses associated with the initial phase of the Florida Heritage Project. It is recommended that these funds be used for capture and conversion (\$93,000) and project management/dissemination (\$7000), according to

the following budget:

Professional Web site design and creation	\$3000.
Creation of the framework (thematic indexes, timeline, title index, etc.)	\$2000.
Instructional materials (flyers, users guides, etc.)	\$2000.
Capture/conversion	\$93,000.

Fund allocation

It is recommended that the funds for capture and conversion be divided among participating SUS Libraries in proportion to the amount of items/pages each institution expects to digitize. Eligible expenses covered by these funds include wages and fringe benefits for personnel, or services performed by appropriate vendors. It is urged that the directors prohibit the use of these funds for the acquisition of equipment, cataloging, or other local "in-kind" support tasks such as repair or preservation of materials, processing new materials, etc. It should also be noted that the State Division of Library and Information Services will not be included in the allocation of funds, as they intend to join the project as a self-supporting participant.

Recognizing that the SUS libraries may prefer varying levels of involvement in the effort (at least in the initial year), the proposed allocation method is based primarily on levels of productivity. In other words, the more material an institution contributes to the Florida Heritage Collection, the more funds it garners. Initially, each SUS library will receive a maximum allocation of \$9300 to convert roughly 65 items or 3100 pages². Libraries choosing to include fewer materials in the project may opt for a proportionately smaller allocation; libraries wishing to produce additional digital resources beyond their initial allocation may be eligible for 'surplus' funds not spent by other institutions. Additionally, SUS libraries wishing to include their materials in the Florida Heritage Collection, but lacking the equipment and/or staff to do so, may arrange to have their materials converted by another participating library. Under this arrangement, the owning library must convey its share of project funds to the institution performing the conversion. The owning library is also responsible for cataloging the items in the Florida Heritage database and for creating the structural metadata file needed to load their digital resources into the FCLA Digital Library. Based on these conditions, both UF and FIU have offered to assist in the conversion of materials from at least one other SUS library.

Project funds designated for Web site design and creation; creation of the framework (thematic indexes, timeline, title index, etc.); and instructional materials (flyers, users guides, etc.) may be allocated to any SUS Library that is interested in and qualified for the specified work. Alternatively, the funds may be used for OPS hours or honoraria for a qualified individual outside the Libraries who is available to perform the work.

² This rough estimate is based on FIU's cost analysis for their LC/American Memory Project in which a heterogeneous collection of manuscript materials, rare books, and other ephemera will be digitally reproduced and made accessible through the FCLA Digital Library. A more refined cost analysis for Florida Heritage will be a product of the initial year's funds.

TABLE 1. FLORIDA HERITAGE FRAMEWORK & TIMELINE

- PREHISTORY & EARLY HUMAN HABITATION
- DISCOVERY AND EXPLORATION
- FIRST PERMANENT SETTLEMENT
- RIVALRY IN FLORIDA 1670-1821
First Spanish Era - British Florida - Second Spanish Era
- TERRITORIAL FLORIDA 1821-1845
Politics and State-making - Frontier Society - Wars of Indian Removal
- ANTE-BELLUM FLORIDA 1845-1861
Florida Enters and Leaves the Union
- CIVIL WAR AND RECONSTRUCTION IN FLORIDA
Floridians at War 1861-1865 - Political Reconstruction 1865-1877
- ECONOMICS AND SOCIETY 1865-1900
Politics of Protest and Reform - Florida and the War for Cuban Independence
- FLORIDA DURING WORLD WAR I
- BOOM AND BUST
Prosperity in the 20's - Hurricanes
- DEPRESSION AND THE NEW DEAL
- FLORIDA IN WORLD WAR II
- THE POST-WAR ERA 1945-1960
Population Growth and Politics
- CONTEMPORARY FLORIDA 1960 TO PRESENT