

Arkansas State Archives

Arkansas Digital Archives

[Finding aids](#)

[Guides and finding aids](#)

Arkansas History Commission Stage One (SOD) Digitization Grant Project records, 1999-2001

Follow this and additional works at: <https://digitalheritage.arkansas.gov/finding-aids>



Part of the [United States History Commons](#)

Recommended Citation

Arkansas History Commission Stage One Digitization Grant Project records, Arkansas State Archives, Little Rock, Arkansas.

Use and reproduction of images held by the Arkansas State Archives without prior written permission is prohibited. For information on reproducing images held by the Arkansas State Archives, please call 501-682-6900 or email at state.archives@arkansas.gov.

**Arkansas History Commission Stage
One Digitization Grant Project records
MS.000398**

Finding aid prepared by the Arkansas State Archives

This finding aid was produced using the Archivists' Toolkit

May 27, 2020

Describing Archives: A Content Standard

Arkansas State Archives
One Capitol Mall
Little Rock, Arkansas, 72201
501-682-6900
state.archives@arkansas.gov

Table of Contents

<u>Summary Information</u>	4
<u>Biographical/Historical Note</u>	5
<u>Scope and Content</u>	5
<u>Administrative Information</u>	5
<u>Collection Inventory</u>	7
<u>Arkansas Natural and Cultural Resources Council grant papers</u>	7
<u>Financial papers</u>	8
<u>Correspondence</u>	9
<u>Contracts/agreements</u>	11
<u>Digital consultant</u>	12
<u>SOD staff</u>	13
<u>Scanning</u>	14
<u>Digital image quality control</u>	15
<u>Sirsi</u>	18
<u>Aristotle</u>	20
<u>OCLC</u>	20
<u>Reports</u>	21
<u>SOD opening</u>	21
<u>MACHINE Readable Catalog (MARC) record research</u>	22
<u>Digital information collected for Stage One Digitization</u>	32
<u>Hardware/software information</u>	35
<u>352. Camera Work bills report (used to determine the feasibility of purchasing a Fujix</u> <u>Pictography)</u>	36
<u>353. ADPT tech plan</u>	36

Press..... 36

375. Photographs used at opening.....38

Summary Information

Repository	Arkansas State Archives
Title	Arkansas History Commission Stage One (SOD) Digitization Grant Project records
Date [inclusive]	1999-2001
Extent	8.0 Cubic feet 22 boxes
Language	English
Language of Materials	Materials entirely in English.

Preferred Citation

Arkansas History Commission Stage One Digitization Grant Project records, Arkansas State Archives, Little Rock, Arkansas.

Biographical/Historical Note

In May 1999, the Arkansas Natural and Cultural Resources Council (ANCRC) funded the Arkansas History Commission (AHC) Stage One Digitization (SOD) Project with \$255,976. The SOD project leaders were AHC archivists Lynn Ewbank, grant administrator, and Jane Hooker, fiscal officer.

The scope of the Stage One Digitization project was three-fold: evaluate digital technology, conduct a test digitization of selected photo images, and create a comprehensive digitization plan. The underlying aim of the SOD grant project was to provide expanded public access to AHC photographs while at the same time protecting the original negatives and prints from possible damage through handling. For complete information on the project, see the SOD Project papers at <http://www.ark-ives.net/photo/sod/papers.asp>

Scope and Content

This collection contains the records of the Arkansas History Commission Stage One Digitization Grant Project, 1999-2001.

Administrative Information

Publication Information

Arkansas State Archives 6/10/2009

Conditions Governing Access

This collection is open for research use.

Conditions Governing Use

The copyright law of the United States (Title 17-U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this material is liable for any infringement.

Immediate Source of Acquisition

Records were generated by the Arkansas History Commission Stage One Digitization Grant Project, 1999-2001.

Arkansas Natural and Cultural Resources Council grant papers

Collection Inventory

Arkansas Natural and Cultural Resources Council grant papers	Box 1
1. Project files on CD	
2. Arkansas Natural and Cultural Resources Council papers	
3. Grant application	
4. Grant award agreement	
5. Request for grant extension	
6. Budget form	
7. Funding request forms	
8. Revised budget forms	
Grant progress reports	
9. 2000 January 27	
10. 2000 August 15	

Financial papers

11. 2001 January 29

12. Final report

Financial papers

13. 143 reconciliation summary

14. Appropriation manual

15. Appropriation transfer

16. Budgets

17. Expense reconciliation reports

18. Extra help

19. Fedex airbills

20. Payroll, Wendy Perkins

21. Payroll reconciliation reports

22. Register report

Invoices/purchase requisitions

Invoices/purchase requisitions

23. 1999/7/1-1999/12/31

24. 2000/1/1-2000/6/30

25. 2000/7/1-2000/12/31

Box

26. 2001/1/1-2001/3/31

2

27. 2001/4/1-2001/6/31

Correspondence

28. General

29. Steve Smith

30. Faxes

31. Memos

32. Notes

Email

Email

33. 1999/07

34. 1999/09

35. 1999/10

36. 1999/11

37. 1999/12

Box

38. 2000/01

3

39. 2000/02

40. 2000/03

41. 2000/04

42. 2000/05

Box

43. 2000/06

4

44. 2000/07

45. 2000/08

Contracts/agreements

46. 2000/09

47. 2000/10

48. 2000/11

49. 2000/12

50. 2001/01

Box

51. 2001/02

5

52. 2001/03

53. 2001/04

54. 2001/05

55. 2001/06

Contracts/agreements**Box**

6

56. Amigos MACHine Readable Cataloging (MARC) training

57. Aristotle

58. Arkansas State Library/Arkansas History Commission consortia agreement

Digital consultant

59. Raymond Clark, digital consultant

60. John Stokes, JTT, Incorporated, scanning vendor

61. Arkansas Department of Parks and Tourism permission for consortia arrangement with Arkansas State Library

62. Sirsi

63. Sirsi authority file conversion

64. University of Arkansas at Little Rock graduate assistantship application

Digital consultant

65. Request for proposals

Proposals

66. Archive Impact

67. Raymond Clark

68. Northern Micrographics

69. Tim Hawkins Consulting

SOD staff

70. Arkansas Legislative Council, review agenda

SOD staff

71. Request for proposals

Applications

72. Brian Zachary Casto

73. Chris Clement

74. Julienne Crawford

75. Neil Dillard

76. Rita Henry

77. Wendy Perkins

78. Amy Tarvin

79. Photo cataloging assistant job description

Box

80. SOD employee papers

7

SOD employee time sheets and leave

SOD employee time sheets and leave

81. Julienne Crawford

82. Neil Dillard

83. Rita Henry

84. Wendy Perkins

85. Lynda Suffridge

Daily activity sheets

86. Julienne Crawford

87. Neil Dillard

88. Wendy Perkins

Scanning

Box

8

89. Request for proposals

90. Scanning vendor test

91. Digital test negatives

Scanning vendor bids

92. Scanning vendor test packets

93. Questions submitted on RFP-00-0796

94. Answers to questions submitted on RFP-00-0796

95. Vendor test and calibration disks

96. Testing and calibration

97. Scanning vendor bids, envelopes

Scanning vendor bids

98. Boston Photo Imaging

99. JJT, Incorporated

100. Luna Imaging, Incorporated

101. Scanning vendor evaluation

102. Scanning vendor invoices

103. Scanning vendor logs on computer disks

Digital image quality control

Box

9

Checklists

104. Quality control draft by Kitt Arrington

105. Quality control form

Checklists

106. BA0001-BA0249

107. BA0250-BA0500

108. BA0501-BA0750

109. BA0751-BA1000

110. BA1001-BA1251

111. BA1252-BA1500

112. BA1501-BA1748

113. BA1749-BA2001

114. BA2002-BA2228

115. BA2229-BA2575b

116. ECD0001.2-ECD0129.1

Checklists

117. ECD0129.2-ECD0301.2

118. ECD0303.2a-ECD0456.8

119. ECD0456.9-ECD0589.3

120. ECD0589.5-ECD0690.2

121. ECD0690.3-ECD0826.01

Box

122. ECD0826.02-ECD0900.2

10

123. ECD0901.1-ECD1022.1

124. ECD1022.2-ECD1150.12

125. ECD1150.14-ECD1276.3

126. ECD1276.4-ECD1414.07

127. ECD1414.08-ECD1492.202

128. ECD1492.203-ECD1550.13

129. ECD1550.14-ECD1614.2

Sirsi

130. ECD1614.3-ECD1713.3

131. ECD1714-ECD1788.26

132. ECD1788.27-ECD1930.2

133. ECD1930.3-ECD2032.2

134. ECD2032.4-ECD2137.2

135. ECD2137.4-ECD2258.4

136. Deane final group, mixed

Box

137. General photograph file

11

138. Persistence of the Spirit

139. Shrader

140. Quality control reports

Sirsi

141. Arkansas State Library/Sirsi contract

Sirsi training information

142. Configuration and costs

143. Arkansas Legislative Council review agenda

144. Sirsi policies

145. Sirsi sample installation schedule

Sirsi training information

146. AHC

147. Huntsville

Sirsi manuals

148. Essential Unicorn administration (UNIX) training guide

Box

149. Getting started with Unicorn WorkFlows

12

150. Unicorn WorkFlows cataloging with authority training guide

151. Unicorn WorkFlows circulation training guide

152. Unicorn WorkFlows reports training guide

Sirsi OPAC manager manuals

153. Unicorn WorkFlows request training guide

154. Unicorn WorkFlows searching training guide and fields glossary

Sirsi OPAC manager manuals

155. Guide to customizing WebCat

156. Unicorn WorkFlows administration training

157. Unicorn OPAC manager training guide

158. Loading bibliographic records

Aristotle

159. Website design

160. Images for website

OCLC

161. OCLC profile

162. OCLC training sign up sheets

OCLC training materials

OCLC training materials**Box**

163. Day 1: WorldCat searching and authority file fundamentals

13

164. Day 2: OCLC-MARC format for books

165. Day 3: Cataloging fundamentals and CatME

166. Day 4: Cataloging internet resources: MARC and Dublin Core

167. OCLC CatME manuals

168. Amigos 2001

Reports

169. Arkansas History Commission

170. Department of Information Services project reporting and approval form, 2001 August 6

171. Final report brochure, 2001 June

172. Total project records sheet, Janet Berry

SOD opening

MAchine Readable Catalog (MARC) record research

173. Opening papers

174. Invitation

175. Invitation list

176. Programs

177. Photographs of opening

MAchine Readable Catalog (MARC) record research

**Box
14**

Ernie Deane, Arkansas Traveler articles in the Arkansas Gazette

178. 1956 July

179. 1956 August

180. 1956 September

181. 1956 October

182. 1956 November

183. 1956 December

184. 1957 January

Ernie Deane, Arkansas Traveler articles in the Arkansas Gazette

185. 1957 February

186. 1957 March

187. 1957 April

188. 1957 May

189. 1957 June

190. 1957 July

191. 1957 August

192. 1957 September

193. 1957 October

194. 1957 November

195. 1957 December

196. 1958 January

197. 1958 February

198. 1958 March

Ernie Deane, Arkansas Traveler articles in the Arkansas Gazette

199. 1958 April

200. 1958 May

201. 1958 June

202. 1958 July

203. 1958 August

204. 1958 September

Box

205. 1958 October

15

206. 1958 November

207. 1958 December

208. 1959 January

209. 1959 February

210. 1959 March

211. 1959 April

Ernie Deane, Arkansas Traveler articles in the Arkansas Gazette

212. 1959 May

213. 1959 June

214. 1959 July

215. 1959 August

216. 1959 September

217. 1959 October

218. 1959 November

219. 1959 December

220. 1960 January

221. 1960 February

222. 1960 March

223. 1960 April

224. 1960 May

225. 1960 June

Ernie Deane, Arkansas Traveler articles in the Arkansas Gazette

226. 1960 July

227. 1960 August

228. 1960 September

229. 1960 October

230. 1960 November

231. 1960 December

232. 1961 January

233. 1961 February

234. 1961 March

235. 1961 April

236. 1961 May

237. 1961 June

Box

238. 1961 July

16

Ernie Deane, Arkansas Traveler articles in the Arkansas Gazette

239. 1961 August

240. 1961 September

241. 1961 October

242. 1961 November

243. 1961 December

244. 1962 January

245. 1962 February

246. 1962 March

247. 1962 April

248. 1962 May

249. 1962 June

250. 1962 July

251. 1962 August

252. 1962 September

Ernie Deane, Arkansas Traveler articles in the Arkansas Gazette

253. 1962 October

254. 1962 November

255. 1962 December

256. 1963 January

257. 1963 February

258. 1963 March

259. 1963 April

260. 1963 May

261. 1963 June

262. 1963 July

263. 1963 August

264. 1963 September

265. 1963 October

266. 1963 November

Ernie Deane, Arkansas Traveler articles in the Arkansas Gazette

267. 1963 December

Box

268. 1964 January

17

269. 1964 February

270. 1964 March

271. 1964 April

272. 1964 May

273. 1964 June

274. 1964 July

275. 1964 August

276. 1964 September

277. 1964 October

278. 1964 November

279. 1964 December

Ozarks Country articles appearing in the Baxter County Bulletin, the Boone...

280. 1965 January

281. 1965 February

282. 1965 March

283. 1965 April

284. 1965 May

285. 1965 June

286. 1965 July

287. 1965 August

288. 1965 September

289. 1965 October

290. 1965 November

**Ozarks Country articles appearing in the Baxter County Bulletin, the Boone County Headlight,
and the Springdale News**

291. 1970

Ozarks Country articles appearing in the Baxter County Bulletin, the Boone...

292. 1971

293. 1972

294. 1973

295. 1974

296. 1975

Box

297. 1976

18

298. 1977

299. 1978

300. 1979

301. 1980

302. 1981

303. 1982

304. 1983

Digital information collected for Stage One Digitization

305. 1984

306. 1985

Digital information collected for Stage One Digitization

Box
19

307. Anglo-American cataloging rules, second edition 1988 revision

308. Arkansas Digital Library, 1998 October

309. Arms, Caroline R., Getting the picture: observation from the Library of Congress on providing online access to pictorial images. Library Trends, Urbana, Illinois, 1999 Fall

310. Bishoff, Liz and William A. Garrison, Metadata, cataloging, digitization and retrieval. Who's doing what to whom: The Colorado Digitization Project experience..., 2000 November

311. California Digital Library, Digital image collection standards, 1999 September 1

312. Collins, Karen, Providing subject access to images: A study of user queries. The American Archivist, volume 61 (1998 spring), pages 36-55

313. Colorado Digitization Project, General guidelines for descriptive metadata creation and entry

314. Colorado Digitization Project, General guidelines for scanning

315. Consultative Committee For Space Data Systems, Reference model for an open archival information system (OAIS), 1999 May

Digital information collected for Stage One Digitization

316. Conway, Paul, Digital technology made simpler. NEDCC technical leaflet, reformatting

317. Cornell University Library/Department of Preservation and Conservation. Moving theory into practice, digital imaging tutorial

318. Digital Library Federation registry of digital masters, digital registry guidelines

319. DLF and RLG issue guides for digitizing visual resources

320. Frey, Franziska S. and James M. Reilly, Digital imaging for photographic collections: Foundations for technical standards

321. Gilliland-Swetland, Anne J, An exploration of k-12 user needs for digital primary source materials. The American Archivist, volume 61 (1998 spring), pages 136-157

322. Introduction to metadata: Pathways to digital information

323. Joint RLG and NPO Preservation Conference, Guidelines for digital imaging

324. Harvard Library Digital Initiative, LDI reformatting: Image scanning guidelines

325. Library of Congress, National Digital Library Program, Quality review of document images, internal training guide

326. Library of Congress, National Digital Library Program, Requests proposals for digital images of pictorial materials

327. Library of Congress/Ameritech, Lessons learned, National Digital Library

Digital information collected for Stage One Digitization

Box

20

328. Macklin, Lisa L. and Sarah L. Lockmiller. Digital imaging of photographs: A practical approach to workflow design and project management

329. MCN, a publication of the museum computer network

330. Metadata matters: RLG update on current metadata initiatives, 2002 August 21

331. NINCH guide to good practice

332. NISO Draft Standard, Data dictionary: Technical metadata for digital still images, working draft, 1.0, 2000 July 5

333. OPAC selection report, The New Jersey Historical Society

334. Ostrow, Stephen E., Digitizing historical pictorial collections for the Internet, 1998 February

335. Planning for digitization workshop materials, Denver, Colorado, 1998 September

336. Reilly, James M., Recommendations for the evaluation of digital images produced from photographic, microphotographic, and various paper formats, 1996 May

337. RLG DigiNews, 1999 February 15, volume 3, number 1

338. RLG model request for information (RFI) for digital imaging services, 1997

339. RLG model request for proposal (RFP) for digital imaging services, 1997

Hardware/software information

340. RLG worksheet for estimating digital reformatting costs, c. 1997 (1998 May)

341. Rogers, JoAnn V. and Jerry D. Saye, Nonprint cataloging for multimedia collections: A guide based on AACR2. Littleton, Colorado, Libraries Unlimited, Incorporated; 1987

Box

21

342. Sitts, Maxine K., editor, Handbook for digital projects: A management tool for preservation and access (2000)

343. The Getty Art History Information Program, Research agenda for networked cultural heritage, The J. Paul Getty Trust, 1996

344. Thornes, Robin and John Bold, Documenting the cultural heritage, Los Angeles, California, Getty Information Institute, 1998

345. United States Department of Commerce, National Telecommunications and Information Administration (NTIA), Lessons learned from the telecommunications and information infrastructure assistance program (TIAP), [Washington, District of Columbia], 1996

346. Understanding MARC bibliographic: machine-readable cataloging

347. Washington Research Library Consortium (WRLC)

Hardware/software information

348. Exabyte Mammoth tape drive

349. Hardigg

352. Camera Work bills report (used to determine the feasibility of purcha...

350. Sirsi

351. VTLS

352. Camera Work bills report (used to determine the feasibility of purchasing a Fuji x Pictrography)

353. ADPT tech plan

Press

Box
22

354. Arkansas Commission creates photo gallery, Archives and the Nation: History, Archives, and the Public Interest, Kansas City Area Archives, The Dusty Shelf, volume 20, issue 2, 2001 fall, page 8-9)

355. Arkansas History Commission photos available online, Arkansas Business, 2001 June 18, page 12

356. Arkansas' visual history leaps into future, onto Net, Arkansas Democrat Gazette, 2001 May 27, page 1B

357. Branching out, local goes global, Family Tree Magazine, 2001 December, page 6

358. Commission to open access to images of past, Jonesboro Sun, Jonesboro, Arkansas, 2001 May 28

359. Commission to unveil site with access to old photos, Daily Siftings Herald, Arkadelphia, Arkansas, 2001 May 29

Press

360. Photo detective, Cutting-edge research, Family Tree Magazine, 2000 October, volume 1, issue 5, page 70 and online at <http://www.familytreemagazine.com/articles/oct00/photodetective.html>

361. Haddigan, Michael, Images of Arkansas history, Arkansas Times, Little Rock, Arkansas, 2002 July 19

362. History Commission plans to unveil site with access to images of past, Evening Times, West Memphis, 2001 May 29

363. History Commission plans to unveil site with access to images of past, Benton Courier, Benton, Arkansas, 2001 May 28

364. History Commission to open web site, Fordyce News-Advocate, Fordyce, Arkansas, 2001 May 30

365. History commission undertakes stage one of digitizing archives, The Arkansas Democrat Gazette, 1999 July 7, page 12B

366. History Commission's website to help search of family tree, Nashville News, Nashville, Arkansas, 2001 May 31

367. Membership (National Genealogical Society) (<http://www.ngsgenealogy.org/newmembers.htm>, 2001)

368. Microform and Imaging Review, volume 29, number 1, 2000 winter, page 15

369. Photo archives from the Arkansas History Commission immediately accessible on the Internet for the first time, Moving Image Group, 2002 March 5

375. Photographs used at opening

370. The Arkansas History Commission, a division of the Arkansas Department of Parks and Tourism, announces the opening of its Stage One Digitization grant project, The Charleston Advisor, TCA Room

371. The News an Arkansas State Library Publication, 2000 November/December

372. The News an Arkansas State Library Publication, 1999 September/October, page 3

373. The Southwest Archivist, 1999 August, Page 10

374. Tracing the family tree becoming easier for Arkansans via the Web, Malvern Daily Record, Malvern, Arkansas, 2001 May 29

375. Photographs used at opening