2008

Making of a People: the Past 150 years of Civic Growth in Allen County, Indiana

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Available at: https://works.bepress.com/cheryl_truesdell/13/
Title: Making of a People: the Past 150 years of Civic Growth in Allen County, Indiana

PART 1; PROJECT SUMMARY (150 words or less)
(Clear and persuasive; Who do you propose to serve? What needs have you identified: What are your project goals and objectives? What new services will the library provide?)

The “Making of a People: the Past 150 years of Civic Growth in Allen County, Indiana” project focuses on creating digital images of archival materials and photographs related to the history of the transformation of Fort Wayne from a “lawless” outpost in the 1840s to the second largest city in Indiana through the active participation of its citizens in electing the leadership to develop a local government capable of sustaining a thriving, expanding community. This project will provide funding for the digitization of over 4,000 pages of election records, 22 Fort Wayne city annual reports, four volumes of the city code, and approximately 300 photographs, documents, and artifacts. This digital project addresses the educational needs of K-12 students and teachers, college students, researchers, the media, public officials, and politicians. In addition, it preserves fragile historical materials and will make searching for specific data easier and allow for analysis of long-term trends in voting behaviors.

PART 2: NEEDS STATEMENT
(Describe the need or problem that generated this project and how you determined this need.)

The Allen County-Fort Wayne Historical Society has an extensive outreach program to elementary and secondary schools through our traveling image case and traveling trunk. Through the image case students are exposed to 175 pictures, paintings, documents, maps and two-dimensional artifacts arranged on 79 hard-backed panels, representing a holistic view of Allen County’s history. The artifact trunk includes reproduction artifacts, images and lesson plans about local history and is unrivaled in tactile value. K-12 educators can employ this collection of artifacts and activities to harmonize with in-class lesson plans. Grouped around the History Center’s nine interpretive themes, these panels, artifacts and activities give students the opportunity to view and interact with otherwise untouchable materials in a fun and educational format. Government is one of the nine interpretive themes used by the Society to introduce local history to students. The digitized the artifacts, documents and photographs through the “Making of a People” would provide the resources to develop an artifact trunk or image case dedicated solely to our community’s government and civic heritage and would complement this proven technique and satisfy the direct request of many local educators to provide materials of this genre.

This digitization project enhances the Historical Society’s outreach program in four important ways: 1) it provides virtual collections that can be used by educators to supplement the museum experience or to provide a substitute experience for those school groups that cannot visit the museum in person; 2) it adds online access to materials that are far too valuable and frail to be handled; 3) it allows many more students than ever
before to access and use the materials at the same time; and 4) it offers the Historical Society the opportunity to share its educational resources with many classrooms far from Allen County. The opportunity to develop an online artifact collection dedicated to the evolution of a civil society through free elections, citizen participation, and government leadership will allow the History Center to satisfy the direct requests of local educators to include local historical materials in their curriculum and helps fulfill the Allen County-Fort Wayne Historical Society’s vision to be “the leader in presenting the history, customs, traditions, and heritage of Fort Wayne and Allen County to the community through the use of creative and innovative techniques and technology.”

This project also supports the mission of the Mike Downs Center for Indiana Politics to “help people understand the importance of active participation in political and public processes.” The Mike Downs Center has already documented a need for the election records. The Center’s director reports that students, the media, the general public, genealogists, and candidates for public office request information only available from the detailed voting records. Currently, it takes a considerable amount of time to find the answers to these questions, and sometimes questions go unanswered due to the time required to search by hand in the records. Digitizing the collection will make searching for specific data easier, and it will also allow for analysis of long-term trends in voting behavior. Digitizing these records will preserve the originals from continued deterioration.

As part of its educational mission, the Director of the Mike Downs Center visits middle schools and high schools where he discusses the importance of active participation in the political process. In addition, he includes them in the curriculum for the political science Indiana State Government and Politics course. Having the documents digitized will allow him to show the students a wide variety of results and relate important historical lessons to the present. For example, the election records from the 1900s do not include the names of the presidential candidates, because the election was of electors to the Electoral College not the candidates directly, a practice still hotly contested today. This connection to the past will build student interest in history, politics, and government.

Identify the goal from the State Plan that this project will address and how this project will address this goal.

Goal #3: The Indiana State Library will provide leadership for digital library initiatives throughout the state.

This project addresses two of the five key output targets for Goal #3 of the Indiana State Library’s LSTA Five-Year Plan, 2008-2012

- increased number of library and cultural heritage organizations will contribute to Indiana Memory; and
- increased number of items/collection digitized.

This project includes a new partnership with the Mike Downs Center for Indiana Politics. This project will also add thousands of pages of documents and photographs to the
Indiana Memory project.

This project also addresses two of the four outcome targets for Goal #3 of the Indiana State Libraries LSTA Five-Year Plan, 2008-2012

- All digitized items in library collections will meet Indiana Memory standards
- Number of partnerships with other cultural heritage institutions will increase each year of the plan.

All items in this collection will be digitized according to Indiana Memory standards. The partnership with the Mike Downs Center for Indiana Politics adds a valuable partner in Indiana’s effort to increase access to the social, cultural, and political heritage of Indiana.

PART 3: GOALS, ACTIVITIES, AND EVALUATION
(See LSTA Outcomes Plan Chart attached.)

PART 4: COMMUNICATION PLAN
(How do you intend to promote the program? How will you reach the target audience? Grantees are expected and encouraged to publicize the project in available media outlets. How and when are you planning to share the results of this project beyond your local jurisdiction? Is the project a model for replications?)

Links to the project Web site will be made available from IPFW Helmke Library, Allen County-Fort Wayne Historical Society, and Mike Downs Center Web sites. We will use listservs of teachers and faculty and other relevant groups to announce our project and ask them to link to it. The Historical Society, Helmke Library, and Mike Downs Center will include references to the project in their on-site and off-site presentations and educational materials, literature for teachers/faculty and other community stakeholders, and through existing educator dialogues and communiqués. We will use press releases and newsletters and on-site posters to promote the project. We will promote the project through presentations to local and professional groups. We will also create a magnet that will be distributed to students, teachers, and faculty and others participating in Historical Society, Mike Downs Center, and Helmke Library activities and to library users in the area.

PART 5: CONTINUATION OF PROJECT
(Explain how activities or benefits from the project will continue after the LSTA funding period ends.)

The digitization of these materials is just the beginning of the long-term benefits of this project. Once these items are released from their protective vaults, digitized, transcribed, and harvested in WorldCat they will be available for general perusal, scholarly research, genealogy searches, student enlightenment, and a host of other activities.

PART 6: PROJECT BUDGET AND BUDGET NARRATIVE
Budget Summary:

<table>
<thead>
<tr>
<th>BUDGET ITEM</th>
<th>LSTA FUNDS</th>
<th>LOCAL FUNDS</th>
<th>TOTAL COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Services</td>
<td>$22,684</td>
<td>$22,862</td>
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<tr>
<td>Supplies</td>
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<td>Other services and charges</td>
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<tr>
<td>Total</td>
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<td></td>
<td>$33,034</td>
</tr>
</tbody>
</table>

Budget Narrative

1. **Personal Services:**
   - The library requests $14,771 to pay the salary and benefits for an experienced project coordinator and metadata cataloguer who is familiar with CONTENTdm. (The salary is based on $28.00 per hour times 12 hours per week for 40 weeks.) The project coordinator will work with the Historical Society, Mike Downs Center for Indiana Politics, and IUPUI to coordinate the digitization of the election records, Fort Wayne annual reports, Fort Wayne City Code and Historical Society documents, and photograph will provide original metadata cataloging for all items.
   - The library requests $7,913 to pay the salary and benefits of the Allen County–Fort Wayne Historical Society liaison. She will transport items to IPFW, provide identifying information about the items, such as the name, date, subject, and historical significance, and provide transcription as needed. (The salary is based on $12.00 per hour times 600 hours)

2. **Supplies and Materials:** In addition to local resources, our primary marketing tool will be customized magnets that will be distributed to students, teachers, faculty, researchers, and others interested in the content. (5,000 x .13 = $650)

3. **Other Services and Charges:** The library requests $500 to hire a Web designer to create a Web page(s) to integrate the three digital historical collections into one search. Also to update the Allen County-Fort Wayne Historical Society Collections with its new logo.

4. **Capital Outlays:** None

Local Funding – IPFW Helmke Library

1. **Personal Services:**
   - The IPFW library will pay for the technical support needed to load files and maintain the equipment.
• IPFW library staff will digitize Fort Wayne Annual Reports, Fort Wayne City Code, and approximately 300 photographs, documents, and artifacts from the Historical Society. The project director will contribute approximately 60 hours to the project.
• The Mike Downs Center for Indiana Politics will pay $4,040 to hire political science interns to work for 32 weeks/15 hours per week at $8.00/hour to transcribe the election records.

2. **Supplies and Materials:** None

3. **Other Services and Charges:** IPFW will provide $9,200 to hire IUPUI Digital Collections to digitize the Allen County primary, general, and special election records, 1852, 1884-1967

4. **Capital Outlay:** None

**In-Kind (Non Auditable)**

1. The Historical Society staff will select and organize the materials and assist in the development of the metadata schema and transcription.
2. Historical Society staff will participate on the management team responsible for project oversight and evaluation and development of the Web page design. The Historical Society will be responsible for educational outreach to the K-12 schools and the evaluation of the impact of the project with that group.
3. The Mike Downs Center staff will work with the Project Manager to establish metadata schema, transcription, and development of the local history Web page, outreach activities to middle school and high school groups, college and university Political Science departments, and Mike Downs Center members and affiliates, and evaluation of the project with this group.

**PART 7: GRANT HISTORY**

(List previous LSTA grants your institution received (indicate grant program and year). All IPFW digital projects can be viewed at: [http://mdon.lib.ipfw.edu/](http://mdon.lib.ipfw.edu/)

1. The IPFW Library and the Allen County-Fort Wayne Historical Society received a 2006-2007 LSTA digitization grant entitled “That Glorious Gate”.
2. The IPFW Helmke Library and the Allen County-Fort Wayne Historical Society received a 2006-2007 LSTA digitization grant entitled “History of the Miami Indians in Northeast Indiana”

**PART 8a: AUDIENCE/NEEDS (General Description)**

1. *Who is the current audience and projected future audience for the materials?*  
2. *What is the need for this project?*
Since 2002 the Allen County-Fort Wayne Historical Society has integrated its “Nine Interpretive Themes of History,” one of which is “Government and Civic Engagement” into on-site and off-site educational offerings. In recent years the Society has reinvigorated its educational offerings, providing an artifact trunk and an image case that may be used by educators to supplement the museum experience or to provide a substitute experience for those school groups lacking transportation monies. These recent efforts, along with a wonderful relationship between the Society and IPFW’s School of Education to acclimate pre-service educators to the value of local narratives in teaching, have led to a quintupling of the traveling items’ usage over the past two school years. The digitization of these artifacts, documents and photographs through “Making of a People” would provide the resources to develop an artifact trunk or image case dedicated solely to our community’s government and civic heritage and would complement this proven technique and satisfy the direct requests of many local educators to provide materials of this genre.

This digitization project enhances the Historical Society’s outreach program in four important ways: 1) it provides virtual collections that can be used by educators to supplement the museum experience or to provide a substitute experience for those school groups that cannot visit the museum in person; 2) it adds online access to materials that are far too valuable and frail to be handled; 3) it allows many more students than ever before to access and use the materials at the same time; and 4) it offers the Historical Society the opportunity to share its educational resources with many classrooms far from Allen County. The opportunity to develop an online artifact collection dedicated to the evolution of a civil society through free elections, citizen participation, and government leadership will allow the History Center to satisfy the direct requests of local educators to include local historical materials in their curriculum and helps fulfill the Allen County-Fort Wayne Historical Society’s vision to be “the leader in presenting the history, customs, traditions, and heritage of Fort Wayne and Allen County to the community through the use of creative and innovative techniques and technology.”

This project also supports the research needs of scholars and college students. The search capabilities inherent in digitization give scholars many new opportunities to identify important research materials. The Mike Downs Center for Indiana Politics has already documented a need for the election records. The Center’s director reports that students, the media, the general public, genealogists, and candidates for public office request information only available from the detailed election records. As an example, a graduate student from IUPUI once wanted to examine the data for trends related to voting for socialist candidates in the 1910s and 1920s. The media is another audience. They ask questions such as when was the last time a Democrat was elected county commissioner? When was the last time a Democrat was elected sheriff? Who was the first female
elected to city council? Has a socialist ever been elected to an office in Allen County? The third audience is people doing genealogical research. Finally candidates for office want to use these resources to look for historical trends. The Director of the Mike Downs Center also uses these records when discussing voting trends with candidates, those interested in politics, students, and the media. Currently, it takes a considerable amount of time to find the answers to these questions, and sometimes questions go unanswered due to the time required to search by hand in the records. Digitizing the collection will make searching for the data easier and more beneficial for researching long-term trends and will slow the deterioration of the materials.

This digitization project seeks to provide public access to a rich source of archival material and photographs documenting the history of government in this region. This project will provide funding for the digitization of over 4,000 pages of election records, 22 annual report volumes, four volumes of the city code, and 300 photographs, documents, and artifacts. (See appendix for sample list of items to be digitized)

**PART 8b. HISTORICAL SIGNIFICANCE**

1. How and why does the material proposed for digitization contribute to the knowledge and understanding of Indiana History (and local, regional or larger scale history, if the case)? Is it unique material or does it supplement existing material now available online?

2. Does the style or physical "artifact" nature of the material or some of it provide a unique aspect or method as to how the information or images are presented? Would making digital copies also serve as a backup preservation copy for "one of a kind" information or images?

The early history of Fort Wayne and Allen County is dominated by the struggle among the French, British, Americans, and Indian nations for control of the land and waterways. As late as 1830 the transition from military post to civil society and government was not assured, but by 1840 local leaders had written a city charter and the citizens elected a mayor and city council. This was Fort Wayne’s first step in establishing a lawful society where all could prosper. The transformation of Fort Wayne from “lawless” outpost to the second largest city in Indiana is a history of the active participation of its citizens in electing the leadership to develop a local government capable of sustaining a thriving, expanding community.

The historical scope of the materials related to this project reaches from some of the earliest elections through the 1960s. This project builds upon the two previous LSTA Indiana Memory digital projects, “That Glorious Gate” and “History of Miami Indians in Northeast Indiana” by adding materials that illustrate how the activities of its citizens and government have contributed to the history of this region. It also extends the partnership between the IPFW Helmke Library and Allen County-Fort Wayne Historical Society to include the rich holdings of the Mike Downs Center for Indiana Politics. The Mike Downs Center brings the detailed election return books for primary, general, and special elections for Allen County from 1852, 1884-1967. These official records, secured from
the Allen County Election Board, are fragile, oversize, in most cases handwritten, and unique for their precinct-by-precinct data. The grant will fund the digitization of the Fort Wayne city annual reports from 1894-1915, and the 1874, 1901, 1912 Supplement, and 1946 Fort Wayne City Ordinances owned by the IPFW Helmke Library. In addition, the Allen County-Fort Wayne Historical Society will contribute historical material regarding government policy and civil law evolution relating to Fort Wayne and Allen County. These materials form a significant historical timeline that will allow researchers to identify trends in law creation, policy and enforcement.

The digitization of these materials will allow the Historical Society to keep original pieces in their long-term preservation facility. The IPFW Helmke library will store its city documents in the IPFW Archive and restrict access to bona fide requests to use the originals, and the Mike Downs Center for Indiana Politics will retire the original precinct by precinct election results to a clean, dry, and secure location. In addition the fragile pieces can be captured digitally, allowing the information to be used but the integrity of the item to remain the same because of decreased use, all while providing online access to the digital images 24/7.

**PART 8c. TECHNICAL PLAN**

1. What hardware and software will be used? (Please note that the State Library will also provide the digital collection management software CONTENTdm to eligible libraries at no cost.)

Please indicate which of the following three options (a, b, or c) your institution will utilize:

a) _____We will use the State Library's CONTENTdm license and we have the minimum technical requirement to use the software:
   - Microsoft Windows XP or higher
   - Intel Pentium 4 processor
   - Microsoft Internet Explorer 6.0
   - Minimum 256MB RAM
   - 100MB of available hard-disk space for installation
   - Minimum display resolution of 1024 x 768
   - 128Kbps or faster connection
   - Acrobat® Reader® 5.0 or Adobe® Reader 6.0 or later

b) _X__We will use our own CONTENTdm license

c) _____We will use another digital content management software. Provide explanation and address points below:
   - How will users search for selected images?
   - How will the images be searched (what software)?
   - How will the search results be displayed and/or sorted?
   - How will images be linked and displayed?
2. Details of the backup and storage strategy

The digital objects and their metadata will be stored on redundant servers at IPFW. They will be backed up on a daily basis and stored off-campus. IPFW working with OCLC to harvest its collections for worldwide access via WorldCat.

3. Details of the migration strategy for long term preservation of digital resources

The IPFW library will maintain and backup the site in conjunction with all other library computer resources. The library will migrate to newer equipment and software as needed. In addition the library will include accurate technical metadata in the record for long-term maintenance of the data and migration to other systems.

4. Describe the preservation plan for the original material being digitized

A byproduct of this digitization project will be a fuller assessment of the Historical Society’s material and archival holdings related to the government of Fort Wayne and Allen County. Selected items will receive a preservation assessment and immediate treatment if necessary (this will not be funded by any of this grant money). After digital images are created the original pieces will be repackaged and stored within the Society’s optimal climate and double-security controlled facilities using the highest professional standards for long term preservation. The digitization of these significant materials will allow the Historical Society to essentially “retire” the original pieces, keeping reproductions readily available for internal and external usage while the original pieces are protectively held for more detailed research.

The IPFW Helmke library will store its City documents in the IPFW Archive and restrict access to bona fide requests to use the originals.

The Mike Downs Center for Indiana Politics will retire the original precinct by precinct election results to a clean, dry, and secure location. Access will be granted only when it is absolutely necessary. This will preserve the documents for future generations without denying access to the data.

5. Include a statement about digital rights issues including copyright

The Allen County/Fort Wayne Historical Society, Mike Downs Center for Indiana Politics, and IPFW Helmke Library adhere to the Rights Declaration Schema proposed by the Metadata Encoding and Transmission Standard (METS). This schema proposes 1.) A simple declaration of type of rights (copyrighted, licensed, public domain, contractual, other) and the public statement of that Rights Declaration; 2.) The naming of the Rights Holder(s) with appropriate contact information; 3.) The Context(s) for the rights declaration based on type of users who have a set of permissions for a digital object or part of a digital object.

The mDON site includes a Reproduction and Use page for all collections accessed.
through the site (http://mdon.lib.ipfw.edu/14.0.html) which clearly spells out the types of rights granted. The mDON site also maintains a permission page that gives the contact information for the rights holder including name or title of a contact person or institution holding the rights, address, telephone, and e-mail (http://mdon.lib.ipfw.edu/48.0.html). The Allen County-Fort Wayne Historical Society Web will also have a Reproduction and Use page that clearly states type of rights for its materials. In addition, the Dublin Core Rights field for each item will provide a rights statement.

6. Describe any difficulties that might arise in scanning the materials
   Are the items bound or oversize?
   Are the materials fragile – i.e. will it be inappropriate to use sheet feed scanners?

   The election records are bound in books for each election and, even if unbound, the pages are too fragile and too large to digitize with sheet feed scanners. These will be sent to IUPUI Digital Collections for digitization on their equipment.

   The Fort Wayne City Annual Reports and the Fort Wayne City Ordinance volumes are bound. These will be digitized using the overhead scanner purchased with 2007-2008 LSTA grant matching funds. This overhead scanner will also be used to digitize the artifacts, documents, and photos from the Historical society.

7. Will the digitization be done in-house or will it be subcontracted?
   If subcontracted, how will the contractor be selected?

   IPFW will do the digitization of the Fort Wayne Annual City Reports, Fort Wayne Ordinances, and the Allen County-Fort Wayne Historical society documents, photographs and artifacts.

   IUPUI will do the digitization of the Allen County election records. IUPUI was selected, because they have the appropriate equipment and experience to scan these oversize books and, as a sister campus, will charge only for the labor involved in the process.

8. If the digitization is done in-house include some documentation of the technical infrastructure necessary to support digital projects – i.e. networks, staff expertise, so forth.

**IPFW Equipment**

Black & White / Grayscale scanner:
Fujitsu M4097D
Scan area: 11x17 inches (double Letter size)
Native resolution: 400 dpi (Optional resolutions include 150, 200, 300, and higher. Some digitization guidelines recommend that objects should not be scanned at higher than the equipment's native resolution)
Suitable for: Text documents, black & white photographs or maps
Workstation: Gateway E6100 3.2GHz, RAM 1GB

Color scanner:
Hewlett Packard ScanJet 4c
Scan area: 8.5x14 inches (Legal size)
Resolutions: 150, 200, 300, 600 (native resolution is unknown), 24-bit color
Suitable for: Color photographs or maps, monochrome items where color retention is desired (sepia toned photographs)
Workstation: Gateway E6100 3.2GHz, RAM 1GB, Hard Drive 160GB

Color Scanner:
Fujitsu Model FI5750C
Scan area: 12” x 18”
Resolutions: 100,150,200,240,300,400,500,600 (native resolution of 600 dpi), 24-bit color
Suitable for: Color photographs or maps, monochrome items where color retention is desired
Workstation: Dell OPTIPLEX 745 2x2.66GHz, RAM 3GB, Hard Drive 250GB

Book/Overhead Scanner - Color Face-Up Publication Scanner
Konica Minolta PS5000C
Scan area: 11” x 17”
Resolution: 200dpi, 240dpi,300dpi,400dpi,600dpi
Suitable for: Color publications, books, magazines, manuals, 3D object and historical materials
Scanner workstation software – Adobe, Photoshop, Paint Shop Pro

Curatorial Digital Camera
Fugifilm FinePix E900
9 mega pixels

IUPUI Equipment:
Canon EOS 5D-Digital Camera
Sensor: 35.8 x 23.9 mm CMOS; 12.8 million effective pixels; No FOV crop (1.0x)
Image Size: 4368 x 2912, 3168 x 2112, 2496 x 1664
Image Parameters:
• Sharpness: 0 to 7
• Contrast: -4 to +4
• Saturation: -4 to +4
• Color tone: -4 to +4
• B&W filter: N, Ye, Or, R, G
• B&W tone: N, S, B, P, G

OCE CCS 4052 Large Format Color Scanner:
Resolution: 800dpi
Bit Depth: 36 bit Color, 14 bit Grayscale
Scanning speed: 2.6” per second
Scanning Area: 50” wide

Minolota PS 7000 Digital Publisher Scanner Face-up Overhead Scanner:
Resolution: 600dpi (11x17), 400dpi (17x23)
Bit Depth: 14 bit Grayscale
Scanning Speed: 4.5 seconds (8.5x11)
Scanning Area: 17x23

**IPFW Staff expertise:**
Daniel Lin, will manage the server and CONTENTdm software for IPFW. Daniel Lin has attended CONTENTdm training workshops both in person and online and is the technician responsible for all of IPFW’s CONTENTdm projects.

Graham Fredrick, will scan or supervise the scanning of all of the documents, photographs and artifacts. Mr. Fredrick has been responsible for all of the Helmke Library scanning for document delivery, course reserves, and digital projects for the past five years.

Jamia Alexander is the program coordinator at the History Center. She will be responsible for selecting the individual pieces to be added to this collection, transporting items, providing identifying information about the photographs, such as name, date, subject, and historical significance, and transcription as needed. Jamia Alexander earned her Masters Certificate in Museum Studies from Indiana University-Purdue University Indianapolis. Through a year-long internship with the Allen County-Fort Wayne Historical Society, and additional museum collections and education experience, she has gained a high proficiency in archival, photographic, and material photographing, digitizing, editing, and recording of two- and three-dimensional pieces.

**PART 8d: METADATA PLAN**
*Describe the plan for creating metadata for the proposed project: All LSTA funded projects must conform to the State Library’s metadata standards.*

IPFW will use the Dublin Core as recommended by the Indiana Memory Project. Metadata will be supplied by a qualified librarian. Metadata teams at IPFW create both a Metadata dictionary and Metadata Guidelines for each collection.

**PART 8e: MANAGEMENT PLAN**
*Describe the training and knowledge of staff. Specifically, what expertise is already on staff and/or what training is available or must be developed for project participants or staff in the following areas:*

1. Project Management and Metadata
Cheryl Truesdell, Associate Director of Library Services at IPFW for the past eleven years, will coordinate the overall project including the planning, evaluation, and reports, and the financial management. She will work with Ms. Arnold, metadata librarian, and Ms. Estabrook, Education and Exhibition Assistant at the Allen County-Fort Wayne Historical Society, Mr. Pelfrey, Director of the Allen County-Fort Wayne Historical Society, and Dr. Andrew Downs, Executive Director of the Mike Downs Center for Indiana Politics.

**Project manager and Metadata librarian**
JoAnn Arnold, consulting librarian, will be hired by IPFW to be project manager and provide metadata cataloging. Ms. Arnold has over 10 years administrative experience as a library director and over 20 years experience working in technical services. She has taught cataloging for the Indiana University Graduate School of Library and Information Science. In 2005 Ms. Arnold set up and implemented IPFW’s first digital project using CONTENTdm. She has served as project manager for IPFW Library’s previous two successful LSTA digital Indiana Memory grants.

**Mike Downs Center for Indiana Politics Content Advisor**
Dr. Andrew Downs is the Executive Director of the Mike Downs Center for Indiana Politics and Assistant Professor in the Political Science Department at Indiana University-Purdue University Fort Wayne. He is also a member of the Allen County Election Board. He will assist in setting up the metadata scheme, supervise the political science interns, and publicize the use of the materials in the Center’s educational outreach program.

**Allen County-Fort Wayne Historical Society Exhibition Assistant**
Julia Estabrook will work to integrate the digital materials into the Historical Society’s educational outreach program.

**Allen County-Fort Wayne Historical Society Executive Director**
Todd Pelfrey will oversee the Society’s role in the digitization and dissemination of materials and oversee educational and exhibition usages.

**2. Scanning software and equipment**
Daniel Lin, will manage the server and CONTENTdm software for IPFW. Daniel Lin has attended CONTENTdm training workshops both in person and online and is the technician responsible for all of IPFW’s CONTENTdm projects.

Graham Fredrick, will scan or supervise the scanning of all of the documents and photographs. Mr. Fredrick has been responsible for all of the Helmke Library scanning for document delivery, course reserves, and digital projects for the past five years. Graham has supervised the scanning for both of IPFW Library’s previous two successful LSTA Indiana Memory grants.

**Liaison to Allen County-Fort Wayne Historical Society**
Jamia Alexander is the program coordinator at the History Center. She will be responsible for selecting the individual pieces to be added to this collection, transporting
items, providing identifying information about the photographs, such as name, date, subject, and historical significance, and transcription as needed. Jamia Alexander earned her Masters Certificate in Museum Studies from Indiana University-Purdue University Indianapolis. Through a year-long internship with the Allen County-Fort Wayne Historical Society, and additional museum collections and education experience, she has gained a high proficiency in archival, photographic, and material photographing, digitizing, editing, and recording of two- and three-dimensional pieces. Jamia is responsible for the digital scanning for IPFW Library’s current LSTA digital Indiana Memory grant on the Miami Indians.

3. Website Development

IPFW’s first LSTA Indiana Memory grant “That Glorious Gate” funded the hiring of a Web designer to create the collection page for all of the digital collections from the Allen County-Fort Wayne Historical Society. This project will link together historical items contributed by the Mike Downs Center for Indiana Politics, the Allen County-Fort Wayne Historical Society, and IPFW Helmke Library. This will require some additional Web programming to create a page that will integrate searching of all three collections. IPFW will hire the same Web designer who created the original Allen County-Fort Wayne Historical Society digital Web site.

Collaborative projects should also address:
1. Project vision and relationship to the various partner organizations

The Allen County-Fort Wayne Historical Society mission is “to serve present and future generations by collecting, preserving, and sharing historic artifacts, documents, and images that describe the people, places, and events that define Fort Wayne and Allen County history.”

Since 2002 the Allen County-Fort Wayne Historical Society has integrated its “Nine Interpretive Themes of History,” one of which is “Government and Civic Engagement” into on-site and off-site educational offerings. In recent years the Society has reinvigorated its educational offerings to K-12 teachers and students in northeast Indiana, providing artifact trunks and image cases that may be used by educators to supplement the museum experience or to provide a substitute experience for those school groups lacking transportation monies. In addition the History Center works with the IPFW School of Education to acclimate pre-service educators to the value of local narratives in teaching.

The mission of the Mike Downs Center for Indiana Politics is to help people understand the importance of active participation in political and public processes. This project fits very nicely within the Center’s mission to educate teachers, students, scholars, candidates, voters, public officials, and the general public.

The mission of the IPFW Helmke Library is to”create a virtual and physical environment that supports the IPFW community in efforts to discover and access vital information.”
Helmke Library provides high-quality information resources, expert information services, and innovative instruction fully integrated with the educational goals of IPFW. As members of the IPFW community, we collaborate within and outside the university to increase information literacy and student success…Helmke Library is dedicated to providing stewardship of the human record by collecting, describing, and organizing information. Employing technology wisely, the library offers responsive delivery of resources, customized research consultation, and an environment that encourages independent exploration in the pursuit of academic excellence.

2. Communication methods to be used among partners

The IPFW Library and Allen County-Fort Wayne Historical Society partnership has been working well over the past two years with “That Glorious Gate” and “History of the Miami Indians in Northeast Indiana.” Communication has been primarily through e-mail, phone, and in-person meetings both at IPFW and the History Center. The IPFW Helmke Library houses the Mike Downs Center for Indiana Politics within its building and has worked with the Center to digitize other materials from their collection.

3. Decision making structure among the organizations

The IPFW Project Director will coordinate the overall project, including the planning, evaluation and reports, and the financial management. She will work with the History Society and the Mike Downs Center for Indiana Politics to promote and evaluate the project.

4. Interoperability for the inclusion of various metadata

The metadata librarian will develop a metadata schema based on Dublin Core with interoperability and future harvesting in mind. She will seek to implement standards that promote interoperability and cross-collection searching. Metadata will be created with a view toward sharing, including mapping significant metadata to appropriate Dublin Core fields so that the item is adequately described to the outside world.