

What is the significance of this event to the community's members and its cultural institutions?

This event is significant to community members and its cultural institutions because it will help preserve previously undocumented historical materials related to the City of Sheboygan and educate the local community about the importance of preserving its past and how to do it.

The natural geographic features of Sheboygan were a determining factor in the development of this location as a site for human habitation for thousands of years. Ideally situated on the western shore of the Lake Michigan at the mouth of the Sheboygan River with its rolling terrain once covered with virgin forests including a rich ecosystem with diverse animal life the development of this area was inevitable. After the native Potawatomi sold the last of their land to the United States government in 1833, development of this area was swift. The earliest settlers were Yankees looking for greater opportunity. Within less than a decade substantial immigration from Germany and the Netherlands played an important role in the development and growth of this city. The population swelled from 36 in 1837 to 4271 by 1860. Successive waves of immigrants primarily from Germany, Netherlands, Norway, Ireland, Greece, Lithuania, Poland, and other Slavic countries in the latter half of the 19th century contributed to a community mosaic of north and east European ancestry. It was not until the last quarter of the 20th century that substantial immigration from Southeast Asia and Central and South America added to the makeup of this community.

Descendants of the earliest settlers and immigrants, along with the families of the entrepreneurs and industrialists that built this city, continue to live in this area. The newest immigrant groups continue to maintain a strong presence in the community. Additionally, if the collections of donated materials to Mead Public Library, the Sheboygan County Historical Research Center, Sheboygan County Museum, and the Wade House are an indication of the range of cultural heritage materials in this area, it can be reasonably expected that there are still many undocumented treasures in the homes of its many residents.

The goals of this event are to encourage and educate about the importance of preserving our past; provide an opportunity for individuals to have their family's historical photographs, personal letters and diaries, and artifacts digitally preserved; provide learning experiences about the City's past; and to promote the value and significance of the community's local cultural institutions.

The range of programs and exhibits planned will include a look at the Native American presence and early immigration; the impact of the lakefront and riverfront had on the development of the city and its growth, near demise, and rebirth; prominent families of Sheboygan; development of its infrastructure; and finally its historic connections to national and international events like the Manhattan Project, the Brooklyn Bridge, Olympics, and the Beatles.

What arrangements need to be made to digitize the public's cultural heritage materials, to get information for the metadata describing each item, and to provide access to the digital copies?

A one day drop-in event at Mead Public Library will be planned in early March of 2016 to kick off a multi-part scanning and digitizing series. This series will also include six scanning and photographing sessions held monthly from April to October 2016 at the Sheboygan County Museum by appointment, five scanning and photographing sessions held monthly from October 2016 to February 2017 at the Wade House by appointment, and from April 2016 to February 2017 by appointment at Mead Public Library. The appointment-based and in-house and off-site location model is intended to offer greater opportunities for participation, a more positive experience for participants by minimizing wait time, and more efficient use of staff and volunteer time and equipment. The theme of this series will be very broad including anything with a City of Sheboygan connection, including historical photographs, personal letters and diaries, posters, and works of art. Items too large to be carried in will not be included. Digital photography will be used for any items that cannot be scanned. Additionally, participants will be asked to limit their selection to 15-20 items based on criteria for selection included in the publicity for this program.

Debra Voss will organize and take responsibility for the digitization and creation of metadata. She has previous experience with local archival and digitization projects. She also intends to accomplish this by creating a team of trained staff and volunteers. Ms. Voss will recruit library staff for various tasks including metadata creation and Pat Mueller, the library's volunteer coordinator, will be tasked with identifying volunteers with the appropriate computer and photography skills. Debra Voss and Alison Ross will present training sessions for scanning and metadata creation prior to the initial event March 2016 event. ResCarta Foundation, Inc. staff, Mead Public Library staff, and Alison Ross will provide training on the day before the main event in March, as well as support for the day of the event. ResCarta Foundation and the individuals noted above have knowledge and experience related to working with archival materials, scanning historical items, metadata creation, cataloging, and/or indexing.

We will closely follow procedures and guidelines created by Recollection Wisconsin for the safe handling of the public's collection, scanning procedures, and the creation of metadata: <http://recollectionwisconsin.org/organizations/guidelines> They have based their guides, suggestions, and Internet links on nationally recognized best practices to make sure content created within Wisconsin will be accessible and harvested in the future by other organizations. The metadata guide created and used by Recollection Wisconsin follows Dublin Core standards, Library of Congress formats for name and subject entry, ISO 8601 standards for data entry, etc.

All items that are digitized and include a signed Deed of Gift form will be stored on the Eastern Shores Library System (ESLS) servers. ESLS is using two additional external servers for back-up storage and preservation of these materials, as well as storage in the Amazon Cloud. They are also using Checksums software for regularly scheduled checks of data degradation. These images will become part of the Ozaukee and Sheboygan Memories Project managed by ESLS. The metadata from this ESLS project will be harvested and will become part of the Recollection Wisconsin project. It is in the planning stages that Recollection Wisconsin will become a hub of the Digital Public Library of America.

Mead Public Library was recently awarded a Library Services and Technology Act (LSTA) grant to fund a digital lab. The items purchased with the NEH Common Heritage grant will be included in this lab for public and staff use after the grant is completed. The library will also make this equipment available to local cultural institutions as time allows.

In digitizing and providing access to the public's historical materials, what plans will be in place to deal with intellectual property rights and the permissions process?

An informational packet will be available at the time of the publicity kick-off for the scanning events in both a digital format on the library's web site and in print to explain the importance of preserving items digitally and to encourage people to sign the Deed of Gift form so that these images can be included in the Ozaukee and Sheboygan Memories online digital archive available for current and future generations of students, researchers, and others interested in historical events. Also included in this packet will be copyright information and frequently asked questions. The following Internet resources will be included for members of the public and staff: Public Domain Sherpa -- Copyright calculator, Copyright Slider, "Orphan Works - Statement of Best Practices," Society of American Archivists, Copyright Genie, Fair Use Evaluator, and Section 108 Spinner. The library's telephone and email address will be included in this information so any questions can be answered prior to the scanning events. Additionally, staff will be trained to discuss and answer questions about the permission process and copyright the day of the scanning events.

Items will not be digitized when intellectual property rights are unclear or cannot be established. Information about how to find the copyright holder or what to do if the copyright holder cannot be found will be included in the informational packet.

The information provided prior to signing the Deed of Gift is intended to make clear the decision and commitment the member of the public is making. Hopefully, this will limit or reduce any second thoughts about their donated images once they have been included in the online repository. However, items will be considered for withdrawal on a case-by-case basis out of respect for the contributor.

What kind or kinds of public programming are proposed?

Programs and exhibits with a City of Sheboygan focus will be planned from early 2016 through early 2017 to coincide with the digitizing opportunities planned during this same period. Debra Voss, a librarian at Mead Public Library, is the library staff member that will be arranging programs and exhibits created by local cultural institutions. She has arranged programs at this library for over 20 years. Additionally, she will oversee the historic photograph exhibit. Selections will include items from the library's Sheboygan County Historic Photograph Collection and images from the Common Heritage event. She was the staff member that created the archival collection and indexing for these photographs originally collected by the Friends of Mead Public Library on the occasion of the United States Bicentennial celebration in 1976.

Beth Dippel, executive director of The Sheboygan Historical Research Center, will offer a 6-part series highlighting specific aspects of the City of Sheboygan's history at Mead Public Library. The series includes the following: Sheboygan, its First Fifty Years; Sheboygan's Lakefront and Riverfront: A City Defined by Water; Sheboygan's Main Street: Center Avenue, Pennsylvania Avenue, and Eighth Street; First Families of Sheboygan: Those Who Built the City; Sheboygan's Infrastructure: From its Scenic Parks to its Fire Department; and Sheboygan's Historic Connections. She has been the Executive Director of the Sheboygan County Historical Research since 2002. Prior to that she acted as Director of Development for the organization from 1998 to 2002.

James Willaert, Wade House Curator of Interpretation, will create a multi-part series called "Restoring the Past" to be held at the Wade House. This series will provide visitors with a hands-on opportunity to try some of the tools used in the restoration process in a safe, entertaining environment. Each session will focus on a specific element of the restoration process, i.e. wheels, frames, springs, trim, etc. This series ties into this program theme due to Jacob Jung, a German immigrant, who opened the Jung Carriage Company in 1850 in the City of Sheboygan, which his sons continued to run until 1917. This building still exists as a landmark in downtown Sheboygan. Jacob Jung's grandson Wesley, began collecting carriages in the 1930s. Many of the carriages were designed and built in his family's Sheboygan factory. In 1963, his private collection became the core of a "State Carriage Museum" that the Legislature decided should be built at Wade House and opened to the public 1968. He has an M.A. in History with a Historical Administration Option and has considerable experience with a variety of cultural institutions since 1988.

Tamara Lange, Sheboygan County Historical Society and Museum, (SCHSM) staff member for exhibits and collections will collaborate with Mead Public Library staff to identify and select examples of community materials digitized as part of the Common Heritage grant that illuminate historical trends of the city of Sheboygan to produce *Community Curated*, an exhibition and associated program designed to explore both the historical and personal significance of the materials held by members of the Sheboygan community. The program will open with Museum staff providing a brief exploration of the local historical context for the featured exhibit materials. This will be followed by participants whose materials have been part of the exhibit sharing their items, including stories and interpretation, as illustrations of Sheboygan's heritage. The programs will be coordinated by David Reese, SCHSM's Program Coordinator. This format will be repeated twice, resulting in two *Community Curated* exhibits and programs at SCHSM. The associated programs will occur at the approximate midpoint duration. Ms. Lange has been with the Museum since 2006, during which time she has curated over sixty exhibits ranging from 35 square feet to 1250 square feet. Ms. Lange holds a Master of Arts degree from the University of Wisconsin-Milwaukee in History, along with a Certificate in Museum Studies. Mr. Reese holds a Bachelor of Arts from the University of Wisconsin-Green Bay in History, including a concentration in Cultural Studies and a minor in Humanistic Studies.

What is the plan of work for the project?

January – December 2016 Historical photograph exhibit begins at Mead Public Library. Debbra Voss will oversee the exhibit. Approximately 12 hours is planned for all six exhibits.

January 2016 Purchase equipment. Dale Gort, MPL IT Specialist, will purchase and check equipment upon arrival. This is expected to take him 10 hours. Pat Mueller, volunteer coordinator, will begin recruiting volunteers, which will take ten hours and Debbra Voss will begin recruiting library staff, which will take about 3 hours. Helene Capizzi, Public Relations Specialist, will coordinate publicity for the Common Heritage programing, which will take approximately 30 hours.

February 2016 Alison Ross and Debbra Voss will present training sessions for scanning and metadata creation prior to the March 2016 event. Approximately expected to take 6-10 hours for training.

March 2, 2016 ResCarta Foundation staff and MPL staff will set-up and test equipment prior to training. This is expected to take 3-4 hours. ResCarta staff, Debbra Voss, and Alison Ross will train MPL staff and volunteers for the kick-off digitizing event. Training will take 3-4 hours for those not trained yet.

March 3, 2016 Kick-off digitizing event will be six hours. ResCarta Foundation staff, MPL staff, Alison Ross, and volunteers will be scheduled throughout this event to staff the various work stations. The staffing configuration for this event will be about 24 staff and volunteers. An inclement weather date has been set for March 12, 2016.

April - September 2016 Beth Dippel from the Sheboygan County Historical Research Center will present a 6-part series on the City of Sheboygan. The sessions are scheduled for the 4th Saturday of every month during this time period. Each presentation will be approximately one hour with questions to follow.

April-October 2016 Scanning by appointment will be scheduled to coincide with the 3rd Saturday history series at the Sheboygan County Historical Society and Museum (SCHSM). Staff and volunteers to be determined pending interest.

April-October 2016 Tamara Lange and David Reese from SCHSM will created two *Community Curated* exhibits using examples digitized as part of the Common Heritage grant. Items will be selected in April. The first exhibit will run from May thru July. Changeover will occur in late July, with the second display running through early October. The associated programs will occur at the approximate midpoint duration. It will take the SCHSM staff 21 hours for these exhibits and programming.

April 2016-March 2017 Mead staff and volunteers will be available to offer by appointment digitizing sessions. The exact number of staff and volunteers, as well as hours will be determined by interest in these individualized sessions.

Summer 2016-March 2017 Jim Willaert, Wade House Curator of Interpretation, will manage the “Restoring the Past” program. He will initiate the project planning phrase during the summer of 2016, which is expected to take 80 hours.

October 2016-February 2017 Mead staff and volunteers will offer by appointment monthly sessions to digitize items for this grant at the Wade House. Staff and volunteers to be determined pending interest.

March/April 2017 all final documentation and reports required by NEH for the Common Heritage grant will be completed and submitted.