

Recordings at Risk Sample Proposal (Fifth Call)

Applicant: Holyoke Public Library Corporation

Project: Claiming Place: Preserving the history of Puerto Rican and Latino Culture and Politics in Western Massachusetts through the digitization of the Vecinos/Neighbors and La Familia Hispana, Inc. video collections

Portions of this successful proposal have been provided for the benefit of future Recordings at Risk applicants. Members of CLIR's independent review panel were particularly impressed by these aspects of the proposal:

- Well-articulated argument for broad scholarly value;
- Plans to work with related communities, building on established relationships; and,
- Thoughtful project plan that builds on institutional policies and procedures already in practice.

Please direct any questions to program staff at recordingsatrisk@clir.org

Application: 0000000470

Summary

ID: 0000000470

Last submitted: Feb 8 2019 04:01 PM (EST)



Application Form

Completed - Feb 8 2019

Form for "Application Form"

Section 1: Project Summary

Applicant Institution (Legal Name)

Holyoke Public Library Corporation

Applicant Institution (Colloquial Name)

Holyoke Public Library

Project Title

(max. 50 words)

Claiming Place: Preserving the history of Puerto Rican and Latino Culture and Politics in Western Massachusetts through digitization of the Vecinos/Neighbors and La Familia Hispana, Inc. video collections

Project Summary

(max. 150 words)

The Holyoke Public Library, partnering with Mass Productions, will digitally reformat 173 videotapes created by Puerto Rican and Latino community leaders and activists in Western Massachusetts between 1991 and 2001. The expansion of Puerto Rican and Latino migration to the region in a period of economic decline contributed to debates, in Holyoke and beyond, about poverty, racism, education, the distribution of scarce resources, and more. In 1991, a small group of local Latino leaders began to produce a community access television program that featured the voices of people in their community, fostered discussion of pressing issues, and highlighted the contributions of Latino and Puerto Rican culture to community life. Once it is preserved and made publicly accessible, this collection will provide sought-after primary source material for students and scholars seeking to understand the political and cultural dynamics of urban life in the 1990s.

What is the size of the request?

Applicants may request as little as \$10,000, or as much as \$50,000, per project.

\$14,644.00

Provide the proposed project length in whole months.

Projects must be between 3-12 months in length.

All project work must take place between May 1, 2019, and April 30, 2020.

Provide the proposed project start and end dates.

All projects should start on the first of the given month (e.g. January 1), and end on the last day of the given month (e.g. November 30) when the project closes

(format MM/DD/YYYY)

Project Start	05/01/2019
Project End	04/30/2020

Resubmission?

No Responses Selected

If this application is a resubmission to the Recordings at Risk program, explain what changes have been made in response to reviewer comments. If this proposal has been previously submitted to another CLIR grant program (i.e. Cataloging Hidden Collections; Digitizing Hidden Collections), include that information here.

(max. 500 words)

(No response)

Section 2: Description of Content

Description of materials.

Provide a description of the source materials to be digitized. This should include:

- all available information about their provenance,
- their current arrangement, any descriptions of them in catalogs,
- databases or finding aids,
- and their current accessibility for public use (if any).

If applicable, provide URLs for any collection descriptions available online.

(max. 300 words)

In 1991, community leaders and activists Carlos Vega, Sylvia Galván, and Gary O'Connor, began to produce the Vecinos/Neighbors community access television program, the only bilingual news program in the region and one of few sources in any language for news coverage of local issues. The program tapes were given to the above producers/creators as the Continental Cablevision station prepared to close in 1998. The program tapes then became mixed with the collections of the locally-prominent community organizer Carlos Vega, who led and continued to videotape numerous projects and events in Holyoke's Puerto Rican neighborhoods throughout this period. He stored the tapes on shelves in his finished basement. After Carlos Vega's death in 2012, all of these tapes were merged with the tape collection of La Familia Hispana, Inc., a local organization that sponsors the annual Hispanic Family Festival and on whose board he served. All the tapes were stored, on their sides in plastic bins, in a fellow board member's basement. In 2018, the Board of La Familia Hispana, Inc., and the surviving creators of Vecinos/Neighbors, Sylvia Galván and Gary O'Connor, each signed donor agreements transferring ownership and copyright to the Holyoke Public Library. The tapes came to the library unsorted in plastic bins. During 2018, a volunteer attempted to identify all of the Vecinos/Neighbors program tapes and created a partial inventory of the collection. Inventoried tapes were assigned unique numbers and placed upright in archival boxes. As a test project, in anticipation of this application, the Holyoke History Room of the Holyoke Public Library created access copies of 24 of these tapes in 2018, using grant funds from another source. At this juncture, neither the digital content nor the inventory is publicly accessible.

Geographic Scope.

Describe the range of geographic regions represented in the materials nominated for digitization. Do not describe the current or future location(s) of the original, physical materials.

(max. 50 words)

The footage in the collection documents events and activities in Holyoke, Massachusetts, and the surrounding Pioneer Valley. Holyoke is home to one of the highest concentrations of people of Puerto Rican heritage in the mainland U.S.

Date range of materials to be digitized.

List your best estimate of the date range covered by the materials, in whole years.

(format YYYY - YYYY)

1991 - 2001

Condition.

- Describe the current condition and housing of the materials, and the means by which the condition was assessed.
- Identify the individual(s) responsible for the assessment and approximately when the assessment took place.
- Describe any environmental provisions made for the long-term management of the source materials.

If information relevant to condition and housing of materials is discussed elsewhere in the application, such as in a service provider's proposal, you may refer to the pertinent sections or attachments (provided that all the required information is covered).

(max. 300 words)

Initial assessment was undertaken shortly after donation in 2018 by the Holyoke History Room (HPL) Archivist Eileen Crosby and a volunteer from the Simmons library school graduate program. All of the tapes in the collection are free of dust, mold, debris and other contaminants. Many are housed in hinged plastic enclosures. With a few exceptions, others are in cardboard slipcases. All items have some handwritten labelling that appears to have been applied at the time of creation. In some cases, a detailed index is enclosed with the tape. The History Room's test digital reformatting project in May-June 2018 delivered 24 tapes and a brief manifest to Make History TV in Sunderland and Florence, Massachusetts. The lab found the tapes to be in very good condition. They were clean, most were tight; one was in need of repair. In the majority of cases, the labelling appeared to match the contents.

Environmental conditions: The historic 1902 Holyoke Public Library building underwent extensive renovation in 2010-2013. After reformatting, the tapes will be stored with the majority of the History Room's collections, in a locked room in the basement with temperature and humidity control and an FM-200 fire suppressant system. This area is checked multiple times a week. Collections are housed in archival boxes on new, powder-coated steel compact shelving.

Material quantity and type.

Enter quantities and types of recordings to be digitized in the proposed project. You may add as many different measurement/material types as you like by, but each individual item should be accounted for in only one category.

How many categories would you like to enter?

2

Category 1

Material Type	VHS
Amount of Material	159
Unit of Measurement	Items
Additional Information	Most of tapes are S-VHS with various name brands, primarily Sony and Maxell. The tapes appear to have approximately one hour of content each.

Category 2

Material Type	U-Matic
Amount of Material	14
Unit of Measurement	Items
Additional Information	The tapes are either 30 or 60 minutes. Most are 3M.

Section 3: Scholarly and Public Impact

Describe the impact of the proposed project upon scholarship and the public.

Address the importance of the collection to teaching, research, and the creation of new knowledge, art, or experience.

(500 words max.)

The early 1990s in Holyoke were a tumultuous time. A lawsuit brought against the city alleged that local

voting districts under-represented Latino and Puerto Rican neighborhoods. A separate suit was brought by parents troubled by the city's stance on bilingual education. Public school teachers mounted a strike. These conflicts played out against the backdrop of contestations over the distribution of resources and city services in the context of steep industrial and economic urban decline. In the 1980s, Holyoke became known as "Arson City" due to rampant insurance arson that damaged primarily Latino and Puerto Rican neighborhoods. The creators of Vecinos/Neighbors sought to connect viewers with reliable information on these issues while, at the same time, counter-balancing negative depictions of Holyoke and Puerto Ricans in the regional media. In 1993, Holyoke's daily English-language newspaper for more than 100 years ceased publication, opening a huge gap in the local news media landscape.

Unique in its status as a struggling, multi-ethnic city in Western Massachusetts, Holyoke has over the last twenty years become a laboratory for students and faculty from the adjacent Five Colleges, which include the University of Massachusetts, and Amherst, Smith, Mount Holyoke, and Hampshire Colleges. Students come to study the effects of de-industrialization, poverty, and sub-standard housing. They try to examine the nature of racial and ethnic divides, the causes of high teen pregnancy rates, the origins and effectiveness of grassroots and self-help organizations, and a host of other topics. Unfortunately, students and scholars often discover that there is a dearth of relevant primary source material in Holyoke's historical repositories. Collecting the history of the recent past can be particularly challenging for local history archives because of the popular perception that 'history' is, by definition, old. These challenges are compounded in Holyoke because trust in established public institutions is relatively weak. The Library has good ties to the Latino and Puerto Rican communities in Holyoke, and, recently, has had more success in deepening its holdings of local Latino and Puerto Rican history. In 2018, the Holyoke History Room began building a digital collection of local Latino and Puerto Rican family history with support from an NEH Common Heritage Grant. That project fostered ongoing collaborations with faculty and students in a new Latinx Studies program at the local community college. The History Room was recently chosen as the archives partner for an Amherst College student's oral history project that interviewed eight women transplanted to the region in the aftermath of Hurricane Maria. The donation of the Vecinos/Neighbors and La Familia Hispana, Inc. tapes provides a stellar opportunity to make available a rich collection of primary source materials that document many dimensions of local and regional Puerto Rican and Latino life in the 1990s. Five College students and faculty will be keenly interested in this material, as will some scholars from further afield. Likewise, providing public access to this material will provide individuals with much needed entry points into the history of their own community's recent past.

Section 4: Risk Assessment

Explain the urgency of the proposed project in terms of the risk of loss of recorded information on the audio or audiovisual carrier.

(300 words max.)

Although this collection of videotapes appears to be in good condition, it is inherently susceptible to magnetic tape deterioration that will degrade its contents even if held in the best of conditions. Recorded between 1992 and 2001, the oldest tapes in the collection will soon exceed their expected maximum life. If reformatting is delayed, it is likely to be costlier and could have poorer-quality results. The U-Matic tape portion of the collection, while in a high-quality format, requires increasingly rare playback equipment. In the case of the VHS and S-VHS tapes, the possibility exists that, without digitization, strong interest in the content will lead to decisions to view the material on poorly-maintained VCRs and camcorders, risking the possibility of damage and overwriting. While this would be unwise, a community-oriented local history collection in a public library often needs to balance the demands of the public against professional archival standards. Being able to provide users with digital access copies of material on request or online will allow present and future Holyoke History Room archivists to provide public access without risking original or reformatted original materials. Undertaking digital reformatting at the present time also allows HPL to involve the donors and creators of the material in identifying tape contents and describing the rich context of these productions. Delay could mean losing this opportunity to gather rich, contextual metadata about the collection as a whole and about the events, activities, issues, and people depicted in these productions.

Section 5: Rights, Ethics, and Re-Use

Summarize all known rights, embargoes, and ethical or legal considerations pertinent to the nominated collection and describe how this information will be communicated to future users.

Explain how these issues will affect circulation of, access to, and/or re-use of the digital copies (including any plans to charge fees for commercial and/or non-commercial use or specific attribution requirements for re-use of digital copies created through this project). If personally or culturally sensitive information is present (or could potentially be present) within nominated recordings, describe how the institution will uphold ethical and moral claims and the rights of interested individuals or communities.

(500 words max.)

The donors of this material were aware of and support HPL's efforts to digitally reformat this material for preservation and for access by the public without restriction. The surviving creators of the Vecinos/Neighbors program have transferred all rights they can claim to the

recordings to the Holyoke History Room of the Holyoke Public Library. HPL plans to provide full public access to this content. Because this material was recorded for broadcast and much of it was previously edited for the television show, we do not anticipate encountering material that would raise issues of sensitivity, legality, or morality when shared with the public.

The tapes created by Carlos Vega and La Familia Hispana, Inc. could pose more issues relating to privacy and copyright. Although La Familia Hispana, Inc., has transferred all rights they can claim in the tapes to HPL, the content of some tapes indicates that there could be additional copyright holders. These tapes contain less descriptive information, however, making the need for viewing copies greater. In the case of the Carlos Vega-created tapes, we aim to digitize for this project only the recordings of public activities, meetings, and events, and not recordings of non-public workshops and meetings. The digital content of these tapes will be reviewed prior to sharing with the public. Carlos Vega's heir, State Representative Aaron Vega, is in full support of the project and will not assert any copyright claims. Some Hispanic Family Festival tapes recorded musical performances at the annual festival. Performers knew they were being recorded and provided written releases at the time. However, since those releases have not so far been located, we have excluded the raw footage festival tapes from this digitization proposal. We are hopeful that the releases can either be located or re-constructed in the future.

It is HPL's policy and practice not to charge fees for research access or attendance at library-sponsored events, and it is stipulated in the donor agreement with La Familia Hispana, Inc. that the library will make their donated content available to the public without charge. The History Room charges small service fees for duplication only.

All parties to this proposal understand that as a condition of acceptance of any Recordings at Risk award from CLIR, all metadata created in the course of funded project activities must be dedicated to the public domain under a [CC0 Creative Commons license](#) and made available online for a project to be deemed complete. Exceptions to this requirement will be made for culturally sensitive metadata.

Responses Selected:

Confirm

All parties to this proposal understand that as a condition of acceptance of any Recordings at Risk award from CLIR, recipient institutions must not claim additional rights or impose additional access fees or restrictions to the digital files created through the project, beyond those already required by law or existing agreements. Exceptions may be made for those materials in the public domain without the express wishes of local, traditional, and indigenous source communities.

Responses Selected:

Confirm

Section 6. Project Design

Describe the technical approach to be employed for the digitization, metadata creation, ingest, and digital preservation activities to be undertaken during the project term.

In cases where these details are covered elsewhere in the application, such as in a service provider's proposal, it is acceptable to reference that documentation rather than repeat the information.

(400 words max.)

Videotapes and an external drive will be picked up at HPL by Mass Productions and taken to their lab. Mass Productions will inspect, test, clean (if necessary) and reformat the tapes, following the established VHS transfer procedure in their Service Provider Proposal (included). Mass Productions will deliver preservation masters and access files on the external drives, along with a technical metadata spreadsheet that will include initial checksums. Access files will be transferred to local storage by HPL History Room Archivist. Both access copies and preservation masters will be copied to the Holyoke Media RAID and checksums logged under the supervision of Holyoke Media Executive and Technical Director Scott MacPherson.

At HPL, a project intern trained by the History Room Archivist will view each file in order to fill in gaps in the descriptive metadata. The intern will enter data into a PBCore-based metadata spreadsheet created by the Archivist. This intern will also be selected for his/her ability to interact with donors/creators of the material and contributors to the video in order to gather information and fill in any critical information gaps. This experience will allow the intern, supervised by the History Room Archivist, to craft descriptions of the collection for use on the online locations specified in the Project Design. The Archivist and the intern will create collection-level records and the intern will create item descriptions for the History Room's section of the Commonwealth Historical Collaborative's catablog. Assuming that the CHC is not configured at that point to receive the actual video uploads (which it may be in the future) these records will link to the videos placed on the HPL VimeoPlus site. Uploads to the VimeoPlus site will have begun shortly after the access files are delivered to HPL, but videos will be kept private until the collection is announced and made public.

List and describe all envisioned project deliverables.

Explain the means through which each will be available to the public, and any applicable conditions or terms limiting their availability.

Describe all project deliverables and articulate your strategy for project-related outreach to scholars, professionals, and the public once the materials have been digitized. Explain the means through which the content can be made available for study and re-use, plans for connecting the content to related collections held elsewhere in your own and at other institutions, and any planned or potential future initiatives to be built upon this investment.

(300 words max.)

Project Deliverables:

Approximately 173 hours of ProRes 422 HQ files for preservation of the videotape content

Approximately 173 hours of mp4 files for research access and for online streaming.

We anticipate that all content will be made available for free streaming without a password on a Holyoke History Room Vimeo Plus site. Exceptions may be made for tape content discovered post-digitization to raise issues of privacy or copyright.

The collection will be promoted through press releases, email announcements, and online news postings. The Holyoke History Room Archivist will reach out personally to Five College and Holyoke Community College faculty with research interests in Holyoke to make them aware of the collection. A public event at the Library will take place in the year after the completion of the project at which creators and producers of material will be invited to introduce a screening of selected videos in the Library's 80-seat Community Room. Our established collaboration with Holyoke Community College's Latinx Studies program will benefit from the availability of this material. History Reading Room collection guides will point to this collection alongside others documenting local Puerto Rican and Latino history. We have a collaborative relationship with Holyoke's historic museum, Wistariahurst, which holds the Carlos Vega Papers. We will both cross-promote our collections to potential users. The collection, and the publicity it will receive, will further our efforts to continue to build a rich collection of sources on Puerto Rican and Latino life in the region and will raise public awareness of the need to preserve related materials held in the community.

If applicable, list the name(s) and URL(s) of the catalogs/repositories/services through which the digitized files and/or associated metadata will be made available (optional)

How many names and URLs of catalogs/repositories/services would you like to add?

4

Names/URLs of catalogs/repositories/services

	Name	URL
1	The HPL History Room website	http://www.holyokelibrary.org/historycollection.asp
2	An entry on the HPL online catalog	https://bark.cwmars.org/eg/opac/browse?qtype=keyword;locg=223
3	Collection-level description with item descriptions and links in the Holyoke History Room's page in Commonwealth Historical Collaborative	http://chc.library.umass.edu/holyoke-public/
4	Collection-level description and links from the Holyoke History Room's institutional page in the Digital Commonwealth online repository	https://www.digitalcommonwealth.org/institutions/commonwealth:td96k266v

Section 7. Service Provider Information

Address and Contact Information.

Provide the name, address, and contact information for the external service provider that has been selected to partner with the applicant institution.

Only include the address and contact information for additional service providers if you are planning to work with multiple service providers on a single project.

Service Provider Information

Vendor name	Mass Productions
Vendor address	42 Rogers Street, Unit 5 Tewksbury, MA 01876
Vendor contact	
Vendor phone	
Vendor email	

Excerpts from letters of support written by scholars and community members for "Claiming Place: Preserving the History of Puerto Rican and Latino Culture and Politics in Western Massachusetts through digitization of the Vecinos/Neighbors and La Familia Hispana, Inc. video collections":

"...Holyoke is a longstanding Puerto Rican settlement site, and the most recent census estimates that the majority of its population is now Latino. The history of this small city is of national import, as it illustrates both the massive economic transformations provoked by deindustrialization and gentrification, and the profound demographic shifts provoked by immigration. The era captured by these videocassettes (the 1990s) marks a moment of intense Latino arrival and activism, both nationally and within Holyoke. It is also the beginning of the terrible disruptions provoked in urban areas by gentrification, again both nationally and within Holyoke. This city's fascinating past makes it emblematic of the countless postindustrial cities that have been culturally, economically, and politically transformed by migration.

Holyoke Public Library is a leader in preserving the history of Puerto Rican and Latino communities, and making that history broadly accessible. I have long admired their deep community engagement, and their steadfast commitment to being a multifaceted resource for the communities they serve. In 2016, Holyoke Public Library received a Common Heritage grant from the National Endowment for the Humanities for the project "*Nuestros Senderos: Our Journeys and Our Lives in Holyoke*,"The following year they launched "*Saber es Poder: Resources on Puerto Rican and Latinx History, Culture, and Social Movements*," a dedicated collection designed to support Holyoke residents' knowledge of the Puerto Rican experience (supported by a grant from the Carlos Vega Fund for Social Justice)....

Our nation desperately needs archives and scholarship that document the history of Latino communities: their contributions, their struggles, and their activism. The paucity of research on Latino history contributes to the perception that Latinos are perpetual newcomers to this country, perpetual foreigners, and thus without valid claims on the rights and privileges reserved for American. On the contrary, approximately two-thirds of Latinos are U.S. born, and the history of Puerto Ricans, Mexican Americans, and other Latino groups is absolutely central to the development of the United States. Moreover, historical amnesia about courageous Latino activism contributes to a persistent myth of Latino political passivity. Digitally preserving this video archive of grassroots Puerto Rican and Latino activism in Holyoke is an essential part of a national movement to excavate long-neglected histories of Latino communities...."

"Without digitizing these tapes, we risk losing these important stories and/or relying on the memory of others like myself to retell them. Although well-intentioned, the retellings become re-interpreted and inaccurate over time. Given the widespread efforts to increase diversity our elected representatives and improve education in low income and minority communities, these digitized primary sources will prove to be invaluable resources to anyone who has an interest in these issues....

The Holyoke Public library has made a concerted effort to increase its collection of Puerto Rican/Latinx literature and other resources. In addition, they sponsor and/or make their

community room available to others sponsoring community discussions of topics addressed in the Vecinos/Neighbors programs. They have an extensive collection of Holyoke history which is available to the public, to which these digitized tapes will be added. Their commitment to increasing the involvement and understanding of the Puerto Rican community provides evidence of their intent and capacity to promote this new collection in meaningful ways....”

“The new immigrants (though technically migrants, as Puerto Ricans are United States citizens) have been typically viewed as unwanted invaders by those immigrants who preceded them. Ironically, this city has been historically founded and nurtured by distinct waves of immigrants-- from English to Irish to French Canadians to Polish and others. The newer population, primarily young individuals and families, generally of low-income background, face all the pernicious sociological consequences of poverty on social alienation, vulnerability and discrimination, as well as increased rates of morbidity and mortality. As a sociologist and social worker, I am equally cognizant of the invaluable data that could be mined by social scientists, researchers, policy makers and program planners, by studying the Vecinos/Neighbors tapes. In contrast to the typically negative perception of Puerto Ricans in Holyoke, the weekly bilingual program presented unique interviews and vignettes in order to serve as a bridge of understanding between the 'old Holyokers' and the new ones, hoping to become a vehicle for unity and positive change in the city. They offered a rare vision of the inherent dignity and pride of the Puerto Rican community—as a resilient and hard-working-solid-good people, with a strong sense of family and spiritual values, in desperate search for a better future....

Recovery, preservation and dissemination of the Neighbors/Vecinos tapes will provide a significant tool for understanding the process of integration and full engagement of a new immigrant community into the fabric of an old city of immigrants and for elucidation of the challenges and opportunities presented by the so-called Browning and Graying of America, now so clearly happening in this city.”

Holyoke Public Library - Vecinos-Neighbors [Partial preliminary inventory]

Episode Number	Box #	Temporary ID Number	Single Date yyyy-mm-dd	Date range	Title on Case	Title on Cassette	Description	Producer	Format	Tape Length	Copyright flag
1, 11	1	VN-ACCESS-001-001		1993-05-05 - 1993-08-05	Continental Cablevision Community Access Programming Show Title: The Best of Vecinos #1 Length 41:43 Producer Galván, O'Connor, Vega, Air Dates: May 5, 6, 7. Notes: August 4 y 5 1993. Vecinos ~ Neighbors #11 Lo Mejor de V~N #1 41.43	Montage, introduction, Dia Fam Hisp, Stained Glass, César Chávez, Do You Vote, Lynch Art, Eduardo Caleano, Artista	Segments of Hispanic Family Day, stained glass @ Nueva Esperanza, César Chávez, Lynch Art, Edwards Galero, Artista	Galván O'Connor Vega	Maxell S-VHS	41:43:00	
1, 12	1	VN-ACCESS-001-002	1905-06-13		Vecinos ~ Neighbors #1 and #12. Vecinos #12 Lo Mejor de Vecinos ~ Neighbors #2 43:30 Vecinos #1 Dia de la Familia Hispana (1991)	Veciños ~ Neighbors #1 59:19 #12 43:22		Galván O'Connor Vega	Maxell S-VHS	102:41:00	
2, 16	1	VN-ACCESS-002	1991-10-14	1991-10-14 - 1993-05-14	Continental Cablevision Programming Community Access Programming Show Title: Vecinos Producer: Galvan - O'Connor. Air Dates 5-12/13/14-93 1st Show on Tape. Series: La Plena Dance. 5/12/93.	Vecinos Neighbors 55:45 #2 Air Tape #16 55:16 Penas 10-14-91 2-11-92.	Documentary on the Puerto Rican Dance. 1st show on tape!	Galván O'Connor	Maxell S-VHS	55:16:00	
3 & 4	1	VN-Access-003	undated		Orlando + Gladys, Health Fair, Do You Vote, Lynch Art, Mayor Hamilton, Como Votar, Banners, Lillian Santiago, Artista, Ceasar Chavez, Stained Glass, Diosdado Lopez	Vecinos # 3 & 4		Sylvia Galvan	VHS	1.7 hours	
4	1	VN-Access-access004	undated		Access 004 Atty Frances Francis talk on the Holyoke Dam 35:45 Martin Espada 33:13 49 sec + black Jack 17:18:27	Atty Frances Francis Marin Espada	Attorney Frances Francis discusses Holyoke Dam; Martin Espada		Maxell Super-VHS	T-120	
4	1	VN-ACCESS-004-001	undated		Vecinos Theme, Lillian's Intro, Artista, Do You Vote?, Cesar Chavez, Stains Glass, Dios dado López, Closing, Vecinos Neighbors 45:13	Vecinos~Neighbors #4 Artista (Ho-Ho's)			Maxell S-VHS	45:13:00	
22, 31, 4	1	VN-ACCESS-004-003	undated		V-N #22 LSF V~N #31 Lo Mejerde... V-N #4 #22 Latino Scholarship Fund w/ Madeleine + Roberto Marquez + la Familia Cabrera #31 Lo Mejer de V-N #4: Banda Cridla Workathon, Sabogal (Quetzal), Inauguration, Arco Iris, South City	Vecinos/Neighbors #22 and 31			Maxell S-VHS	T-120	
5	1	VN-Access-005-001	undated		Vecinos/Neighbors #5 Air Tape	"blaked" Intro, Lillian Santiago - Host, Grapes of Wrath, Ceasar in Springfield, Do You Vote, Vecinos/Neighbors #5 Air Tape 59:39			Maxell S-VHS	59:39:00	
6, 19	1	VN-ACCESS-006	1993-03-03		Continental Cablevision Community Access Programming Show Title: V~N #6 Sandra Cisneros Length 57:39 Producer Galván y Vega Air Dates March 3, 4, 5 - 1993 / #19 South City Groundbreaking Ceremony, Sabozal Artworks, Core Cents: Open House 35:35 / Vecinos #6 and #19	Vecinos ~ Neighbors #6 57:39 and #19 35:35	Chicana author Sandra Cisneros is interviewed, in combination with readings	Galván y Vega	Maxell S-VHS	93:14:00	
7	1	VN-ACCESS-007	undated		Montage, Intro Magdalena Gomez, Eduardo Galeano, Closing: Magdalena, 54:27, Vecinos ~ Neighbors #7	Vecinos ~ Neighbors #7			Maxell S-VHS	54:27:00	
8	1	VN-ACCESS-008	1991-12-02		Vecinos Neighbors #8 12/2/91 Running Time 1 hr 2 min Topic: Alex Rodríguez Comm. Against Discrimination Host: Magdalena Gomez	Vecinos~Neighbors #8 1:01			Maxell S-VHS	60:01:00	
9	1	VN-ACCESS-009	1992-08-12 - 1992-04-14		Continental Cablevision Community Access Programming Show title V~N #9 Decisiones 53:04 Producer: Galván, O'Connor, Vega, Air Dates: April 14-16. Montage, introduction, Entrevista a Will, Decisioners, Entre Vista juvenes, Decisiones. Total Time: 53:04	Vecinos ~ Neighbors #9 8/12-8/15		Galván O'Connor Vega	Maxell S-VHS	53:04:00	
10	1	VN-ACCESS-010		1991-12-21 - 1992-1-10	Vecinos ~ Neighbors #10 33:02. The Ballad of the Migrant Workers. 12-30/21. 9-29, 30 + Oct 1	Montage, introduction, Balad..., Vecinos ~ Neighbors #10	Puerto Rican migration into the area	Galván O'Connor Vega	Maxell S-VHS	33:02:00	
13	1	VN-ACCESS-013		1993-10-13 - 1993-10-12	Vecinos ~ Neighbors #13 31:30 Holyoke Women Speak Out For Oct 13 + new hours 1993	Host: Magdalena Gómez Holyoke Women Speak Out: Teenage Pregnant 31:30	Interviews with young Holyoke women on Teen Pregnancy Issues, Holyoke Women Speak Out	Galván O'Connor Vega	Maxell S-VHS	31:30:00	

14	1	VN-ACCESS-014	1992-01	Vecinos ~ Neighbors #14 46:50 Children's Museum 3 King's Day	Vecinos ~ Neighbors #14 46:50 Children's Museum 3 King's Celebration 1-92	The Children's Museum in Holyoke celebrated Three Kings Day with traditional Puerto Rican songs and activities	Juan Rivera	Maxell S-VHS	46:50:00
15	1	VN-ACCESS-015	1992-02-02 - 1992-02-08	Vecinos ~ Neighbors #15 2-92. Montage, introduction Gladys Lebrón, Arco Iris Showcase, César Chávez, CSSP, Association de Arbritos Hispanic, Caribbean Sound. 43:18	Vecinos ~ Neighbors #15 43:18	from Arco Iris Teen Center; Interview with members of the Coalition of Spanish speaking Providers; Interview with President and members of the Hispanic Association of	Galván y Vega	Maxell S-VHS	43:18:00
17	1	VN-ACCESS-017	1992-02-19	Vecinos #17. Time 57:01. Date 2-19-92. Montage, intro, Workathon, Nicaraguan Exhibit, Harvest of Hope, closing, credits. Vecinos #17 Master Workathon.	Vecinos Master #17 Workathon			Maxell S-VHS	57:01:00
18	1	VN-ACCESS-018	undated	Vecinos #18 Montage, introduction, inauguración, 3 Reyes - Homeless, Award - Oliver/Ludos Sleas, Caribbean Sound, Credits	Vecinos #18 Air Time 36 mins 020			Maxell S-VHS	35:08:00
20	1	VN-ACCESS-020	1992-10	Access 20 Peace Rally @ Heritage Park 10-92	N/A			Maxell Super VHS	52:20:00
20	1	VN-ACCESS-020	1993-03-11 - 1993-03-12	Vecinos~Neighbors 3 Air Time 56:29 #20 37:59 Theme, Orlando Entrevista, Health Fair, Do You Vote, Mayor Hamilton, Banners, Caribbean Sounds, Los Muchachos del Merengue	Vecinos~Neighbors #3 "Cede" 56:00 #20 "Caribbean Music" 37:59	Studio shot of Merengue band	Galván Vega	Maxell S-VHS	94:28:00
21	1	VN-ACCESS-021	undated	Vecinos-Neighbors #21 montage, introduction, Magnet Middle School for the Arts, credits 56:45	Vecinos-Neighbors #21 56:45			Maxell S-VHS	56:45:00
24	1	VN-ACCESS-024	1992-09-30 -1992-10-03	Access 087, Vecinos ~ Neighbors #24 37:33 4-17-92 José González Claudio Ragazzi, Concerts at Amherst Middle School + Steffanelli's, Holyoke. Plus interview.	Vecinos ~ Neighbors #24 37:33,	José González & Claudio Ragazzi performed Puerto Rican classical music	Galván O'Connor	Maxell S-VHS	37:33:00
25	1	VN-ACCESS-025	undated	Access 059 Vecinos~ Neighbors #25 32:00 Vecinos Teen Resource Project Final Editing Ready to Air 32 mins	Vecinos #25 32:00			Maxell S-VHS	32:00:00
25	2	VN-ACCESS-025		Access 25 Neighborhoods Sports Club Lyman Terrace Association Awareness Day	N/A			Maxell Super VHS	120 min.
26	2	VN-ACCESS-026	1994-11-15 - 1994-11-18	Vecinos - Neighbors #26 32:34 Land Trust etc #26 Community Land Trust; Arco Iris Talent Show, Ballet Folk Loricó Amanecer	Vecinos ~ Neighbors #26 32:34 Community Land Trust Arco Iris Talen Show Ballet Folk Loricó Amanecer			Maxell S-VHS	32:34:00
27	2	VN-Access-027-002	undated	Vecinos - Neighbors #27	Jose Gonzalez y la Banda Griolla		Sylvia Galvan		47.22 minutes
28	2	VN-Access-028-001	1991-11-00	1. Class of 2000 Shots of Health Fair '91 Vecinos~Neighbors Crew x 11-91 Arco Iris Banners x11-91	Access 028			Maxell Super VHS	120 min.
28	2	VN-ACCESS-028-002	undated	Vecinos Master #28 Teatro Foro 41:12	Vecinos~Neighbors #28 Teatro Foro 41:12 @ New Bridges			Maxell Super-VHS	41:12:00
29	2	VN-Access-029	undated	Access 022	Vecinos ~ Neighbors #29 59:31 George Coruter Day @ EN White School, Dora Fuentes Dedication, Morgan School Choir, Pleneros de la Sullivan		Sylvia Galvan	Maxell S-VHS	59.31 minutes
32	2	VN-ACCESS-032	1992-11-25 - 1992-11-26	Vecinos ~ Neighbors #32 2nd Season 45:16 A Lost Year Holyoke Public Schools 11-92 Stand Out Jonathon Kozal Conferencia de Padres VIGIL Class of 2000	Vecinos ~ Neighbors Master #32 2nd Season 45:16 HPS	A Year Lost for Education in Holyoke Public Schools: Teacher's Stand Out in Protest, Jonathan Kozal	Galván O'Connor	Maxell S-VHS	45:16:00

33	2	VN-ACCESS-033	undated	V~N #33 2nd season Farewell George and Tim 58:28 Master L.A. Women's Farewell to George and Tim	V~N #33 2nd season Farewell George and Tim 58:28 Master L.A. Women's Farewell to George and Tim		Maxell S-VHS	59:28:00		
35	2	VN-ACCESS-035-001	undated	Vecinos~Neighbors #35 Farewell to Tim Barrett	Vecinos~Neighbors #35 Farewell to Tim Barrett Vecinos Show tape		Maxell S-VHS			
36	2	VN-ACCESS-036		Continental Cablevision Community Access Programming Show Title: 1994-12-06 - 1994- Vecinos~Neighbors Length 45:56 Producer: Galván-O'Connor-Vega Air Dates January 6, 7, 8 '92 #36 Kenny Jiménez, Diosdado López Yolanda Nogué	Vecinos~Neighbors #36 46:56 Kenny Jiménez, Diosdado López Yolanda Nogué	Galván O'Connor Vega	Maxell S-VHS	46:56:00		
37	2	VN-ACCESS-037		Show Tape: Dom. De Jesus at Arco Iris and Poetry Readings V~N #37 55:20 Domingo de Jesús/Iris Borges Continental Cablevision Community Access Programming 1993-01-13 - 1993- Producer Galvan, O'Connor, Vega, Air dates January 13, 14, 15, May 19, 20, 21; June 9, 10, 11	Show #37 Jan 13, 14, + 15 '93	Domingo de Jesús at El Arco Iris Teen Center. Poetry readings by Juan Rivera amd Iris Burgas	Galván O'Connor Vega	Maxell S-VHS	55:20:00	
38	2	VN-ACCESS-038		V~N #38 1:02:15 Redistricting in Holyoke Continental Cablevision Community Access Programming January 20, 21, 22 1993 Start programming 1 min 10 secs from first frame of video	Vecinos~Neighbors #37 Redistricting Holyoke 1:02:15		Galván O'Connor Vega	Maxell S-VHS	1:02:15	
39	2	VN-ACCESS-039		1993-02-05 - 1993- V~N #39 Nuevo Punte: Awards 36:21February 3, 4, 5 and June 16, 17, 18	Vecinos~Neighbors #39 36:21 Nuevo Punte: Awards	Nuevo Punte/New Bridges, an adolescent after school program, presented awards to program's graduates. In Spanish with 4 PSA's, Two anti-drugs; two @ AIDS	Galván Vega	Maxell S-VHS	36:21:00	
40	2	VN-ACCESS-040	1992	V~N #40 Health Fair '92 Continental Cablevision Community Access Programming Length 38:09 Producer Galván y O'Connor Feb. 10, 11, 12	Vecinos~Neighbors #39 Health Fair '92 38:09		Galván Vega	Maxell S-VHS	38:09:00	
41	2	VN-ACCESS-041	1993-02-17	V~N #41 Redistricting Holyoke #2 2/17/93 54:02 Producers: O'Connor/Galvan	V~N #41 Redistricting Holyoke #2	Interview with plaintiffs in the ward redistricting suit in Holyoke	Galván O'Connor	Maxell S-VHS	54:02:00	
42	2	VN-ACCESS-042		V~N #42 Women's Shelter Companeras - Clean Up @ Churchill Poetry: Juan Rivera Break in CT 1st Frame; Continental Cablevision Community Access Programming Length 48:00 March 17, 18, 19 Producer Galván Oct 27 + 28		Women's Shelter/Compáneras - interviews Eng + Span Churchill Neighborhood Clean Up Poetry - Juan Rivera; PSA's Host: Magdalena Gomez Sports Awards Ceremony in Hats; Conjunto Variable @ Hispanic Family Day; Poetry by Iris Burgos. Familia Cabera (musician); Community Land Trust; Drama Classes' Caribbean Sand' Arbitros Hispanos; José González y Claudio Reggae	Galván	Maxell S-VHS	48:00:00	
44	2	VN-ACCESS-044-001		V~N #44 55:15 SPORTS AWARD - Conjunto Variable - Iris Burgas Continental Cablevision Community Access Programming Producer Galván O'Connor Vega April 7, 8, 9	Vecinos~Neighbors #30 Lo Mejor de Vecinos #3 48:45 Familia Cabera; Community Land Trust; Drama Class; Caribbean Sand; Arbitros Hispanos; José González y Claudio Ragazzi		Galván O'Connor Vega	Maxell S-VHS	48:45:00	
45	2	VN-ACCESS-045		V~N #45 Service Providers: Alcohol + drugs PSA on Vagunas 58:33 Continental Cablevision Community Access Programming Producer Galván O'Connor Vega April 21, 22, 23 July 6, 8 1994, August 18, 19, 20 1993.	V~N #45 58:43 Gladys Lebrón & Service Providers: Alcohol & Drug Abuse Treatment PSA on Vacuna	Gladys Lebron interviews service providers that offer services to women on alcohol and drug treatment in Eng + Span. PSA on vaccination	Galván O'Connor Vega	Maxell S-VHS	58:43:00	
46	2	VN-ACCESS-046		V~N #46 49:20 Guatemalan Labor Org - Vacunas du delp thru Technology - 1994-04-28 - 1994- Vtg Amdts. Continental Cablevision Community Access Programming Producer Galván, O'Connor, Vega April 28, 29, 30	Vacunas - Independence Throgh Technology - PSA Voting Rights 49:20 CONTROL TRACK BREAK AT OPEN		Galván O'Connor Vega	Maxell S-VHS	49:20:00	
47	2	VN-ACCESS-047	undated	V~N #47 58:33 Through the Schools of Holyoke. Release of Butterflies @ Morgan School, Sullivan School Band @ Donahue School, Discovery Week @ HHS	Host: Juan Rivera. V~N #47 58:33. Butterflies @ Morgan School, Sullivan School Band @ Donahue School, Discovery Week @ HHS			Maxell S-VHS	58:33:00	
48	3	VN-ACCESS-048	undated	V~N #48 Q. Chevers; Los Herenguisimos Pepito, El Indio 56:32	V~N #48 56:32 Orquestra Chevre; Los Merengüimos Pepito y los Amigoes del Merengue; El Indio y la Juvental de Ahora			Maxell S-VHS	56:32:00	
49	3	VN-Access-049	1993-09-08 - 1993-09-10	V~N #49 Día de la Familia Hispana #2 35:49 1993	Vecinos ~ Neighbors #49 Día de la Familia #2 35:49 1993		Sylvia Galvan	Maxell S-VHS	35.49 minutes	Yes
50	3	VN-Access-050	1993-09-15 - 1993-09-17	Vecinos ~ Neighbors #50 57:46 Arco Jis Showcase - Lyman Terrace	V ~ N #50 57:46 Arco Iris Showcases and Lyman Terrace Awareness Day		Sylvia Galvan	Maxell S-VHS	57.46 minutes	

51	3	VN-ACCESS-051	1992-11-24	V~N #51Black Awareness Mueva Mural 57:40	Show Tape #51 Vecinos/Neighbors Black Awareness + Nueva Mural	Holyoke's Black Awareness Week Celebration + the making of the Nueva Esperanza Mural	Galván O'Connor Vega	Maxell S-VHS	57:40:00		
55	3	VN-ACCESS-055	1994-03-30 -1997-03-20	Vecinos-Neighbors #55 (III-3) Siempre Estuvimos Aquí Women in the History of P.R. Prodi wil Echevarria	Vecinos-Neighbors #55 (III-3) Siempre Estuvimos Aquí Women in the History of P.R. Prodi wil Echevarria	Produced in Puerto Rico. Video portrays the role of women in the history of the island	Galván, O'Connor, W. Echevarria	Maxell S-VHS	SE-90	Yes	
56	3	VN-ACCESS-056	1994-01-05 -1995-06-01	V~N #56 "Plena is...Los 3 Reyes" 59:50 "Plena is Song, Plena is Work" Independent production - Wil Echevarria. Una Historia de los Reyes Magos. Interview / Pedro Rivera	Los 3 Reyes #56 Vecinos 59:50 Plena is Song Plena is Work Wil Echevarria	Story of the 3 wise men on this journey to Bethlehem	Wil Echevarria	Maxell S-VHS	59:50:00	Yes	
61	3	VN-ACCESS-061-001	undated	Vecinos-Neighbors #61 Time 43:00 Host: Orlando Isaza Author Luís Rodríguez talks about "La Vida Loca" A visit to the Tortillería PSA on Racism	Vecinos-Neighbors #61 Time 43:00 Host: Orlando Isaza Author Luís Rodríguez talks about "La Vida Loca" A visit to the Tortillería PSA on Racism				3M U-Matic	43:00:00	
70	4	VN-Access-070	1995-02-14	Vecinos-Neighbors #70 (IV-5) 42:10 Dan explains the So. Holyoke Greenhouse Project Ana Castillo Interview Host: Orlando	V~N #70 (IV-5) 42:10 So. Holyoke Greenhouse Project Ana Castillo: So Far From God Host: Orlando Isaza PSA's		Galván, O'Connor, Vega	Maxell Super VHS	42:10:00		
100	4	VN-ACCESS-100	undated	Mural at Nueva Esperanza PSA's. Highlights from Detailed Index (all in English and Spanish): Get involved in your child's school, vaccination (importance and myths), health insurance, your vote can make a difference, if we don't vote we can't complain, V~N commercials, stop racism, los lobos on education, women running for office (Ruth Cruz, Doris Cruz, and Carmen Rosa)	Nueva E. Mural Finished Access 100 Prevention One PSA's English + Spanish Las Comadies on Bilingual Education: 1. 3:27:06 2. .12. Prevention One: Stop Drug Abuse 6 PSA's in English + Spanish Produced in Cooperation with Nueva Esperanza 1992			Maxell Super VHS	120 min.		
no episode #	4	VN-Access-nen-002	1992					Maxell Super VHS	3:27:06		
no episode #	5	VN-ACCESS-nen-016	1995-04-26	Host: Jaime Barrett #1 Interview: Orlando and Lillian on Redistricting Lawsuit #2 Key News + Latinas in the Sciences #3 Key News + The Mural Project interview Amy #4 Key News + Leon Mahoney on the Panlon International Peace Brigade #5 Key News + the 3 Kings Day at Children's Museum	Vecinos Intros w/ Jaime Barrett 4-26-95				3M U-Matic	60:00:00	
no episode #	5	VN-ACCESS-nen-017	undated	Yolanda, Scene 1, at HCC and Yolanda's		detailed notes on scene enclosed. Does not appear to be V-N or Access		S-VHS			
no episode #	5	VN-ACCESS-nen-018	undated	Poesia: Magdalena Gomez, Yolanda Nogue, Juan Rivera, Iris Burgos, Orlando Isaza		details with case. Does not appear to be V-N or Access		S-VHS			
no episode #	5	VN-ACCESS-nen-019	undated	More Scenes of Holyoke				S-VHS			
no episode #	5	VN-ACCESS-nen-020	1995	St. Patrick's Parade 1995				S-VHS			
no episode #	5	VN-ACCESS-nen-021	undated	Posters y Blankets		details enclosed. "includes outtakes worth saving... Sylvia...". May not be Access.		S-VHS			

Holyoke History Room, Holyoke Public Library

Claiming Place: Preserving the history of Puerto Rican and Latino Culture and Politics in Western Massachusetts through digitization of the *Vecinos/Neighbors* and *La Familia Hispana, Inc.* video collections

Project Plan

Project Partners

- The Holyoke History Room of the Holyoke Public Library (HPL)
- Mass Productions

Staff: The Archivist of the Holyoke History Room, Holyoke Public Library, will lead the project, assisted by volunteers familiar with History Room procedures and by a project intern. HPL will partner with Holyoke Media (Executive Director Scott MacPherson) on implementation of the collection's digital preservation plan.

March-April 2019

HPL Archivist, assisted by History Room volunteers: Create final draft of videotape manifest and review for consistency. Revise filenaming system and apply to manifest. Create and apply labels to source material. Copy and folder, and file loose material associated with particular tapes (HPL). (Underway at present.)

May 2019

HPL Archivist: Determine final list of tapes to send for reformatting, with attention to avoiding redundancy. Purchase new housing for tapes that need it. Purchase external drive for transport of digital files. Deliver test tapes to Mass Productions if needed.

June 2019

Tapes picked up by Mass Productions, along with complete manifest and external hard drives.

Mass Productions review collection and manifest. Finalize filenaming schema in consultation with HPL.

July 2019

HPL Archivist tests VimeoPlus account and creates documentation for future intern to use for uploads. HPL Archivist reviews documentation for Commonwealth Historical Collaborative website, also in preparation for training intern. Archivist finalizes descriptive metadata spreadsheet to be used when digital files arrive.

August 2019

HPL Archivist: Finalize project intern job description

September 2019

Mass Productions completes digital reformatting and post-processing of VHS and U-Matic tapes. Delivers to HPL on external drives, along with source tapes and documentation.

HPL Archivist: copy access files to local HPL storage.

HPL Archivist: Interview project intern candidates

October 2019

HPL Archivist: Create working copies of access files on portable storage media.

HPL Archivist: Begin uploads (non-public at this point) of mp4 files to Vimeo Plus site. (Due to weekly upload limitations, this process will take 16 weeks). Hire Project Intern.

November 2019

HPL: Project Intern begins work and training.

HPL: Project Intern begins viewing of access files and corrections to descriptive metadata.

January 2020

HPL and Holyoke Media: upload preservation files to RAID, as well as backup of access files. Perform fixity checks. Create/update shared documentation regarding ongoing preservation procedures.

February 2020

HPL Intern completes corrections to descriptive metadata.

HPL Intern begins item descriptions on the Commonwealth Historical Collaborative site.

HPL Intern continues uploads to VimeoPlus site and adds or creates descriptions on this site.

March 2020

HPL Archivist and Intern: Complete online descriptions of collections as indicated in Project Deliverables.

April 2020:

HPL: Make VimeoPlus site and Commonwealth Historical Collaborative entries public. Add updated links to all online descriptions. Write and send press release and other announcements.

HPL: Project Intern completes work.

HPL Archivist and Director: Plan Library screening. Promote collection to faculty and the public.

HPL Archivist and Financial Office: Prepare CLIR report.

Holyoke History Room, Holyoke Public Library

Claiming Place: Preserving the history of Puerto Rican and Latino Culture and Politics in Western Massachusetts through digitization of the Vecinos/Neighbors and La Familia Hispana, Inc. video collections

Digital Preservation Plan

The Holyoke Public Library is fortunate to have as a partner for the digital preservation portion of this project Holyoke Media, Holyoke's new public access television station. Holyoke Media is led by Executive Director Scott MacPherson, who has decades of experience in video production, broadcast, and storage. It is not only useful, but appropriate, to have the collaboration of a new public access television station in preserving these now-historic tapes.

At this writing, Holyoke Media is breaking ground on their new headquarters and studio, with an expected completion date in 12 months. Their new facility will include a secure RAID storage system with a parallel LTO tape backup.

Preservation masters and access copies will be delivered to HPL by Mass Productions on external drives, along with technical metadata and checksums. These will be checked on arrival at HPL with Fixity software. As soon as the RAID is ready to use, Scott MacPherson will create a dedicated and protected space within the RAID for HPL files. Only Scott, one Holyoke Media technical supervisor (not yet in place), the History Room Archivist, and the HPL IT staff will have access to these files. External drives will return to HPL.

Scott will work closely with HPL to create and maintain documentation of procedures for long term storage and monitoring of these files. These procedures will include scheduled, quarterly file integrity checks and hardware evaluations every three years. Every 5 years, and more frequently if needed, Scott MacPherson will evaluate format obsolescence and will work closely with HPL if action is needed.

Copies of masters and access files will be transferred from the external drives to the RAID as soon as it is ready to use. Checksums will be recorded after the transfer. At this point, the file monitoring schedule will take effect.

Holyoke History Room, Holyoke Public Library

Budget Narrative

Line Items

Claiming Place: Preserving the history of Puerto Rican and Latino Culture and Politics in Western Massachusetts through digitization of the Vecinos/Neighbors and La Familia Hispana, Inc. video collections will contract with Mass Productions to digitize 173 VHS, S-VHS, and U-Matic tapes. This estimate is based on the assumption that each tape is approximately one hour long.

A. Mass Productions

Reformatting of 159 VHS/S-VHS tapes, preservation and access copies: ~~\$XXXX.XX~~

Reformatting of 14 U-Matic tapes, preservation and access copies: \$ XXX.XX

Possible repairs or cleaning: \$ XXX.XX

Subtotal: \$XXXX.XX

B. Inert cases for S-VHS and VHS (159 @ 3.39 ea.)
(Gaylord Archival) \$ XXX.XX

C. Fantom G-Force 6 TB external hard drives, USB3, with power adapters:
Two @ \$211.00 per drive (for transport and temporary storage
of digitized files) \$ XXX.XX

D. Project Intern
20 hours per week for 20 weeks @ XX.00 per hour \$XXXX.XX

Total: \$14,644.00

Grant Management

Grants are accepted by a majority vote of the Holyoke Public Library's Board of Directors and are directly managed by the Library's Director, Finance Manager, and Development Associate. The former is responsible for ensuring the agreement is executed, working with the project team to track progress and ensure all deliverables outlined in each grant proposal are met, and ensuring that the applicable

grantee staff member is current in the proper tracking of expenses against the approved budget and submitting reports and invoices on time. The latter is responsible for assigning the grant a class code and/or account, ensuring project expenses are charged or journaled to the correct account or class, receiving and storing all expense documentation, and providing the necessary financial information for reports and invoices. The Holyoke Public Library uses the accrual basis of accounting and operates on a July 1-June 30 fiscal year. Its fiscal system includes gift acceptance and stewardship policies implemented jointly by the Board and by the Director and Finance Manager. Gift and grant funds are deposited immediately upon receipt. Deposit or signature of a grant agreement (for pledges) binds the Library to spend funds according to donor intent under the supervision of the Attorney General and Secretary of State of the Commonwealth of Massachusetts and in compliance with the various Massachusetts General Laws appertaining thereto. Single-year grant expenses are tracked using unique general account codes. Multiyear grants or projects that span internal fiscal years are tracked using standard general ledger account codes and individual project codes. If awarded, a grant from CLIR would be tracked with a unique general ledger account code and/or class code, and would be treated as a non-fungible source of revenues and expenditures.

Rationale for Support

The Holyoke Public Library has maintained historical collections and a History Reading Room for almost 30 years. For the last seventeen years, it has employed a full-time archivist to maintain the collection and assist researchers. Spaces for historical research, work, and collection storage, along with a state-of-the-art fire suppression system, were built into the renovation of our historic building, completed in 2013. The renovation raised the profile of the Library and the History Room, bringing with it more patrons and more donations of historical materials (such as those described in this proposal). As much as the Library values the work of the History Room, its annual budget cannot support the software and hardware components, nor the additional staff, that a well-run, twenty-first-century special collections department, should, ideally, have at its disposal. While the Library provides funds each year for basic processing of paper-based collections, it is not in a position to support in-house or out-sourced digitization projects. As in most public libraries, our limited technology funds are exhausted by maintaining the computers and related technologies in daily use by the public. Likewise, our support from the City of Holyoke for employee wages and salaries does not entirely cover the cost of keeping all service points staffed when the Library is open. In these circumstances, the History Room has maximized its resources by training volunteer assistants, creating unpaid internships, designing grant-funded projects, and taking full advantage of Massachusetts-based initiatives such as Digital Commonwealth (free digitization of books and photographs) and the Commonwealth Historical Collaborative (free online exposure for collection records). Even with these free resources, the day-to-day work of managing the History and Room and its collections does not allow much time for the labor-intensive work of creating records and descriptive metadata. Support from CLIR, as outlined in this proposal, would allow us to take the necessary measures to preserve this aging and historically-important videotaped material. The funding we have requested for a Project Intern will help ensure that accurate descriptive records for these recordings are created in a reasonable amount of time.