



Recordings at Risk

Recipient Webinar

September 10, 2024

Welcome! We're glad you're here.

There is no audio at the moment. Feel free to introduce yourself in the chat box. 🙋

We'll begin the webinar at 2pm ET.



Council on
Library and
Information
Resources



Images courtesy of Cycle 11 recipients



Introductions

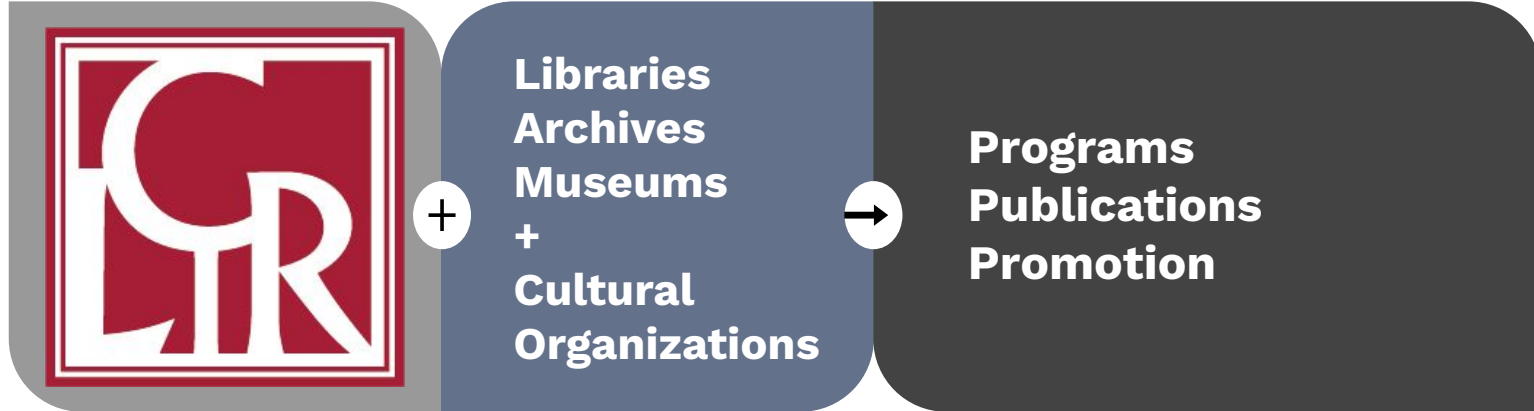
Image courtesy of Spelman College (Cycle 11 recipient)

Our Webinar Platform

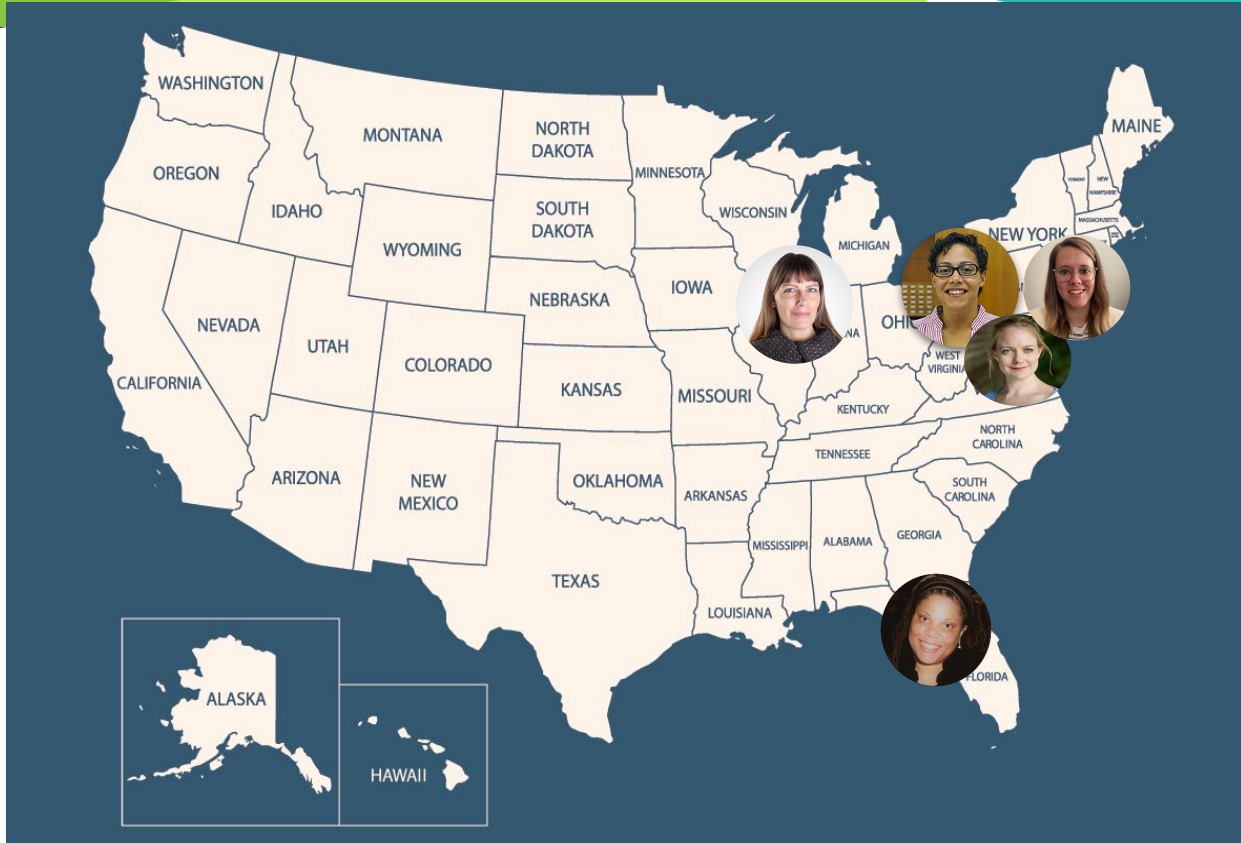
- ◆ Click ‘CC Live Transcript ’ to turn on captions
- ◆ All attendees are muted
- ◆ Set chat to “All panelists and attendees”
- ◆ Submit questions any time through “Q&A”
- ◆ Upvote questions that may be similar to your own
- ◆ *Recording in progress*

The Zoom logo is displayed in a bold, blue, lowercase sans-serif font.

Our Organization



Our Staff



Bodwéwadmí (Potawatomi)
Kaskaskia
Kiikaapoi (Kickapoo)
Myaamia
Nacotchtank (Anacostan)
ᓄᓕᓕᓕᓕ ᓕᓕᓕᓕ ᓕᓕᓕᓕ ᓕᓕᓕᓕᓕ (Osage)
Peoria
Piscataway
Seminole
Shawandasse Tula (Shawanwaki/Shawnee)
Timucua

Visit [Native-Land.ca](https://www.native-land.ca) to learn about Indigenous lands
where you live.

- ✓ Introductions
- ◆ Polls
- ◆ Reporting Requirements
- ◆ Grant Modifications
- ◆ Final Notes
- ◆ Questions + Answers



Image courtesy of Ree & Jun Kaneko Foundation
(Cycle 11 recipient)

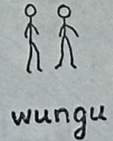
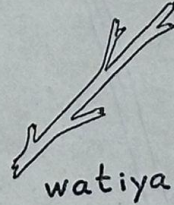
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Reporting Requirements

Image courtesy of MIT Libraries (Cycle 11 recipient)

Manage an Award

<https://www.clir.org/recordings-at-risk/manage-an-award/>

Everything you'll need including:

- RaR reporting form and collaborative Google Docs template
- Links to recipient webinars
- Slides/recording/transcript of this presentation



Grant Term + Report Deadlines

- ◆ **Grant Term:** Activities for all projects must have begun no earlier than September 1, 2024 and must be completed no later than August 31, 2025.
- ◆ **Final Report:** Report form with financial assessment due within 30-90 days of project completion, no later than November 30, 2025.

SMApply

Log In

Register



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Council on Library and Information Resources

<https://clir.smapply.io/>

CLIR forges strategies to enhance research, teaching and learning environments in collaboration with libraries, cultural institutions, and communities of higher learning. We foster collaboration by investing in cross-disciplinary intellectual leadership, strategic programs, and professional development opportunities.

Programs

Search programs..



Recordings at Risk

Accepting applications from May 1 2018 12:00 AM (EDT) to Jun 29 2018 11:59 PM (EDT)

Recordings at Risk is a national regranting program administered by CLIR to support the preservation of rare and unique audio and audiovisual content of high scholarly value through digital reformatting.

\$10000.00 to \$50000.00

MORE >

Digitizing Hidden Collections

Accepting applications from Apr 4 2018 12:00 AM (EDT) to Apr 4 2018 05:00 PM (EDT)

Digitizing Hidden Special Collections and Archives: Enabling New Scholarship through Increasing Access to Unique Materials is a national grant competition administered by the Council on Library and Information Resources (CLIR) for digitizing rare and unique content in collecting institutions.

MORE >

Quantitative Assessment

Form for "Report Form: Grantee" ✓ Draft saved 🗑

0%

Project Title

Institution/Organization

Quantitative Assessment

Numbers and types of recordings nominated for digitization

Estimated number of hours of recordings nominated for digitization

Numbers of recordings actually digitized

Numbers of hours actually digitized

Numbers of preservation-quality digital files produced

Project Developments

Internal

- digitization metrics
- new workflows, standards, protocols, or procedures for digitization, and/or description
- new tools or systems
- new financial donation or additional grant awarded to support the nominated collection
- new collection donation
- new grant application(s)

Project Developments

Public

- new blog, social media account, or website/webpage
- new research or teaching guide
- new online/physical exhibit
- new materials or assignment for a course at a school, college, or university
- new publication(s)
- presentation at a professional or academic conference

Project Developments

Internal

New internal developments that have resulted from project work.

Check all that apply to your project.

- digitization metrics (e.g. tracking time data for steps in the project workflow)
- implemented new workflows, standards, protocols, or procedures for digitization or description
(specify)
- implemented new tools or systems (specify)
- new financial donation or additional grant awarded to support the nominated collection
- new collection donation
- new grant application(s)
- other (mention below, then address in subsequent sections)

Project Developments

Public

New public outcomes arising from project work

Check all that apply to your project.

- creation of new blog, social media account, or website/webpage
- new content for existing blog or social media account
- new research guide or teaching guide
- new online exhibition
- new public program or physical exhibition
- new materials or assignment for a course at a school, college, or university
- new publication arising from research using the project collection(s) (such as a book or book chapter, peer-reviewed journal article, magazine essay)
- presentation at a professional or academic conference
- news article about the project for an outlet based at home institution
- news article about the project for an external outlet
- other (mention below, then address in subsequent sections)

Accessing the Collections

Accessing the digitized collections

Where can users go to access the digitized collections? List the name(s) and URL(s) of the catalogs/repositories/services through which the digitized files and associated metadata have been made available. Provide a few top or high-level links to the collections, rather than many lower-level links. If the portal(s) include(s) digital files created outside of the Recordings at Risk program, include instructions or search terms for identifying the files created through the project.

How many portals would you like to enter?

- ✓ ---
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

Principal Investigator (P.I.)

Provide the name(s) and title(s) of the project's current Principal Investigator (P.I.) or Investigators. If the original P.I. has left the project during this reporting period and a replacement P.I. has been approved by CLIR, reference this approval in the *Project Narrative*.

3

Portal #1

Portal

URL

Instructions

Portal #2

Portal

URL

Instructions

Portal #3

Portal

URL

Contact Information

Project P.I.(s)

Enter the name(s) and title(s) of the project's current Principal Investigator (P.I.) or Investigators. If an original P.I. has left the project during this reporting period and a replacement P.I. has been approved by CLIR, reference this approval in the *Project Narrative*.

Service Provider

Name

Contact Name

Email address

Telephone number

Contact name, title, and institution

Provide the name, title, and institution of the person CLIR should contact with questions regarding this report.

First Name

Last Name

Title

Institution

Contact e-mail address

Provide the e-mail address for the person CLIR should contact with any questions regarding this report. This person will also receive a copy of this report, including all files uploaded, following submission.

Financial Narrative

Financial narrative

Comment on actual grant expenditures during the reporting period as they relate to the proposed budget. You must address each budget category and include a detailed explanation of any variance of 5% or more between projected and actual spending.

Note: In some cases projects may be required to submit an additional reallocation request; consult CLIR's grant modification guidelines for more information

PREVIOUS

SAVE & CONTINUE EDITING

MARK AS COMPLETE

Review and Uploads

[← Back to application](#)

Recordings at Risk
000000084
ID: 000000084

Report Form: Grantee [→](#)

Project Narrative

Upload manifest

Financial Report

Additional documentation (optional)

1 of 4 required tasks complete

Last edited: May 1 2018 04:49 PM (EDT)

REVIEW & SUBMIT

Report Form: Grantee ...
Completed May 1 2018 04:49 PM (EDT)

Form for "Report Form: Grantee"

Project Title
Test

Institution/Organization
Test

Quantitative Assessment

Numbers and types of recordings nominated for digitization	test
Estimated number of hours of recordings nominated for digitization	2
Numbers of recordings actually digitized	2
Numbers of hours actually digitized	2
Numbers of preservation-quality digital files produced	2

Optional Data Contribution

Are you interested in contributing data from your project to the [DLF's Digitization Cost Calculator](#)? You can learn more about the Cost Calculator and how to contribute data [here](#). For more information, contact Joyce Chapman: joyce.chapman@duke.edu.

Note that although the Digitization Cost Calculator is not accepting data pertaining to audio and video collections at this time, the project leaders are planning to expand the project to accommodate this data and so are seeking partners interested in sharing information about their work.

No

New internal developments that have resulted from project work.

Project Narrative

- ◆ Summary of project and purpose of grant
- ◆ Progress toward expected outcomes
- ◆ Surprises, setbacks, challenges
- ◆ Significant accomplishments, lessons learned
- ◆ Future plans

No more than 6 pages.

Project Narrative

[← Back to application](#)

Recordings at Risk
0000000084
ID: 0000000084

[Report Form: Grantee](#)

[Project Narrative](#) >

[Upload manifest](#)

[Financial Report](#)

[Additional documentation \(optional\)](#)

1 of 4 required tasks complete

Last edited: May 1 2018 04:49 PM (EDT)


[REVIEW & SUBMIT](#)

[Project Narrative](#) ...

Task instructions [Hide](#)

Upload a narrative of no more than 6 pages that includes:

- a summary of the project and purpose of the grant;
- progress made toward the expected outcomes of the grant;
- surprises, setbacks, or challenges (new discoveries about recordings digitized through the project, conservation problems, rights issues, quantities digitized more or less than anticipated, changes in project team or leadership, implementing new workflows or systems more difficult than expected, etc.);
- and any other significant accomplishments or lessons learned;
- plans and goals for the period following the grant.


[ATTACH FILE](#)
[Show accepted formats](#)

[MARK AS COMPLETE](#)

Project Manifest

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes options for Paste, Font (Calibri, size 12), Paragraph (Wrap Text, Merge & Center), Styles (General), Conditional Formatting, Format as Table, Cell Styles, and Insert. The active cell is A1, containing the text 'ACCESS FILENAME'. The spreadsheet grid shows columns A through H and rows 1 through 13. The first row (row 1) is highlighted in yellow and contains the following headers: A: ACCESS FILENAME, B: DIRECT URL TO FILE, C: CHECKSUM, D: DATE LAST CHECKED, E: RESTRICTED? (Y/N), F: COMMENTS ABOUT RESTRICTIONS, G: PRESERVATION FILENAME, H: PRESERVATION FILE LOCATION. Rows 2 through 13 are empty.

	A	B	C	D	E	F	G	H
1	ACCESS FILENAME	DIRECT URL TO FILE	CHECKSUM	DATE LAST CHECKED	RESTRICTED? (Y/N)	COMMENTS ABOUT RESTRICTIONS	PRESERVATION FILENAME	PRESERVATION FILE LOCATION
2								
3								
4								
5								
6								
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10								
11								
12								
13								

Complete and upload CLIR's template


- File name and location (URL), checksums, and restriction (if any)
- Covers both access and preservation copies

RAR Report Form Template_Final ☆ 📄 🗑️

File Edit View Insert Format Tools Add-ons Help [Last edit was made yesterday...](#)

100% Normal text Open Sans 12 B I U A

Rectangular Strip



Recordings at Risk

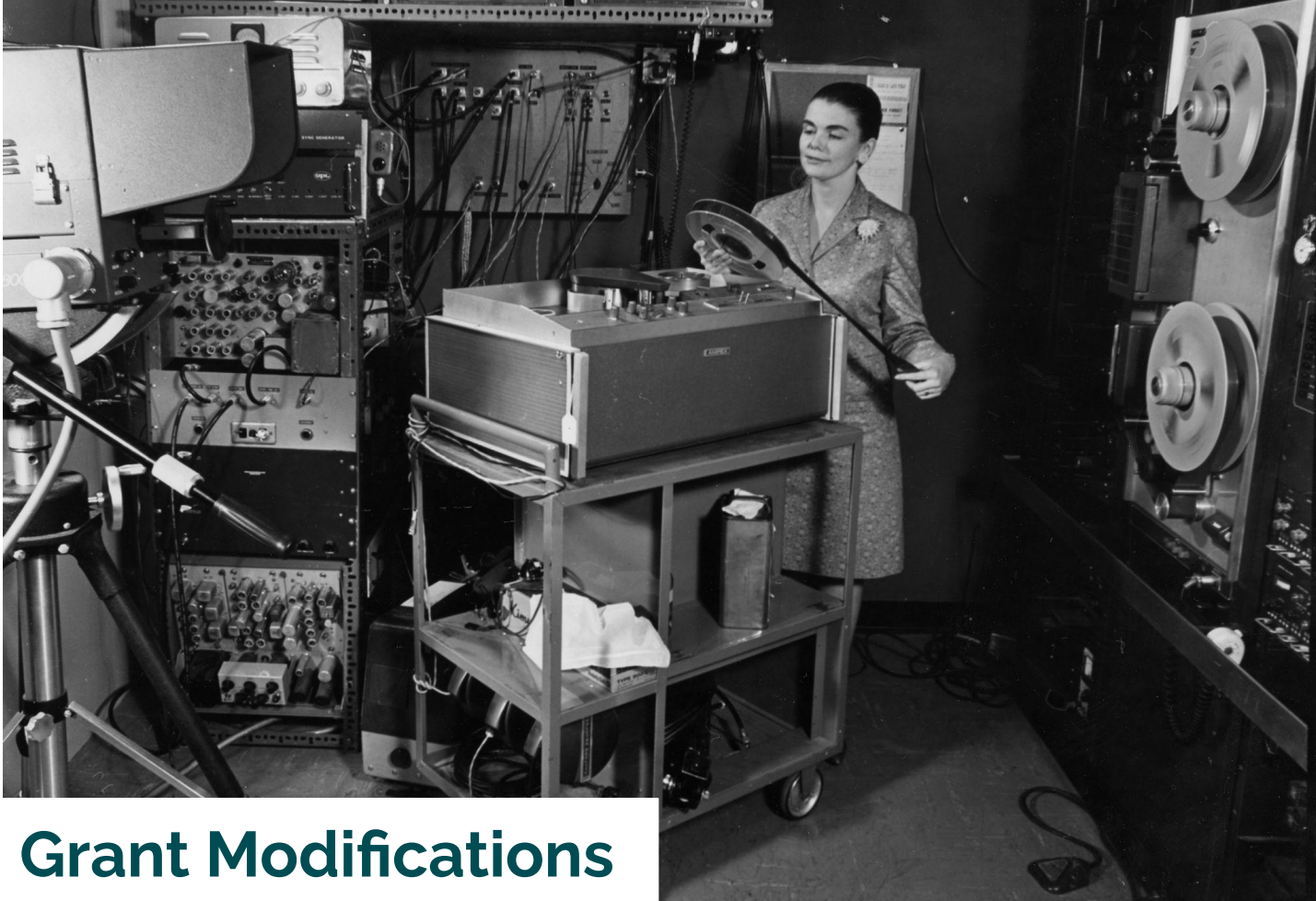
Final Report Form Template

The instructions and template included in this document act as a step-by-step guide to the Recordings at Risk Final Report. This template is provided as a convenience to our grant recipients who choose to work collaboratively on their final reports in Google Docs prior to submission.

Formal report submissions are accepted only through our [online reporting system](#). Final reports must be submitted within three months following the project's end date. Your project's specific reporting deadline is included in your award letter.

This document is **view only**. To work collaboratively on your report, **create a personal, editable copy**.

If you have questions about report dates or requirements, visit the [Recipient Resources page](#) or contact recordingsatrisk@clir.org.



Grant Modifications

Image courtesy of the UNMC McGoogan Health Sciences Library
(Cycle 11 recipient)

Grant Modification Form



Submit a Report

Log in and submit your project report here.

[Log in](#)



Request a Grant Modification

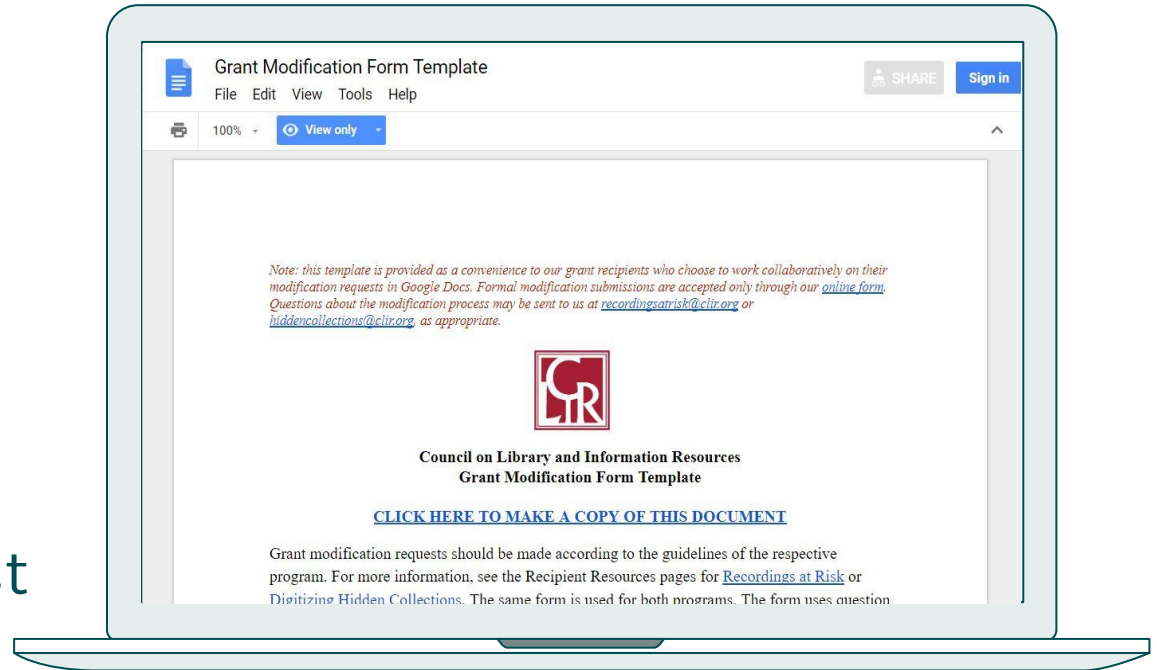
Request changes to your timeline, deliverables, budget, or P.I(s).

[Complete the Form](#)

Manage an Award: Grant Modifications

Grant Modification Template

CLIR provides a template to help you plan before you submit your request form.





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Grant Modification and Extension Requests

Descriptive Data

*** 1. Award Program**

- Digitizing Hidden Collections
- Recordings at Risk

*** 2. Lead applicant institution:**

*** 3. Project title:**

0 of 23 answered



No-cost Extensions

- ◆ If project work will continue beyond **August 31, 2024**, you will need an extension
- ◆ No more than **one extension per project**
- ◆ Request an extension between 4-6 weeks prior to project end date (mid to late July, 2024)
- ◆ The default length of an extension for this program is 6 months
- ◆ Request using CLIR's grant modification form

Changes to Principal Investigators (PIs)

- ◆ Notify CLIR of changes to PIs through the Grant Modification Form, as soon as possible.
- ◆ In addition to the form, be prepared to supply the following via email:
 - ◆ A letter on organizational letterhead from the head of the organization or department noting the change and the date the change will become effective;
 - ◆ A brief C.V. or resumé for the new PI

Budget Reallocations

- ◆ Request budget reallocations through grant modification form **prior to** making any new, unbudgeted expenditures
- ◆ Activities covered by reallocated funds should be aligned with the goals and scope of the original proposal and be within program guidelines
- ◆ Prior approval is not necessary for reallocations amounting to less than 5% of the total project budget
- ◆ Occasionally, additional documentation will be required before the request can be approved

Other types of modifications

- ◆ Change in or addition of vendor
- ◆ Addition or reduction of materials
- ◆ Other changes in work (e.g., transcription, translation, etc.)

The background features a central teal-colored area with the text 'Final Notes' in white. This teal area is framed by dark teal and lime green geometric shapes that create a layered, mountain-like effect. The overall design is modern and minimalist.

Final Notes

Tips from Past Recipients

- ◆ Metadata usually takes much longer than anticipated
- ◆ Meet early as a team & be transparent about project goals, roles, and responsibilities
- ◆ Consider identifying potential alternative materials in case work falls under budget
- ◆ Keep (and share) notes and documentation



Get involved with CLIR (1)

- Attend our Fall events:
[DLF Virtual Forum](#)
- Sign up for the [Programs & Grants newsletter](#) and share your news

Registration is now open!

The Virtual DLF Forum

Online
October 22-23, 2024



www.forum2024.diglib.org

Get involved with CLIR (2)



Records Transparency / Accountability Group

Cross-sector exchange and advocacy work on gov't info, from FOIA to Title 44 and Endangered Data Week.

[Learn More](#)



DLF Project Managers Group

Sharing methods, tools, and best practices in project management.

[Learn More](#)



Working Group on Labor in Digital Libraries

Currently working on issues of contingency, precarity, and valuing labor.

[Learn More](#)



Linked Open Data Zotero Group

Low-key information sharing on Linked Open Data for Libraries, Archives, and Museums. A DLF/LITA joint.

[Learn More](#)



Born-Digital Access Working Group

Producing research on and advancing the practice of providing access to born-digital collections.

[Learn More](#)



DLF Metadata Support Group

Metadata is hard. Join us in Slack to get help!

[Learn More](#)

<https://www.diglib.org/groups/>

Promoting RAR Projects



- ◆ Share your news + developments with program staff
- ◆ Tag us on Twitter [@CLIRgrants](#)
- ◆ If discussing CLIR in press releases, review our acknowledgement guidelines, on [CLIR's Policy page](#)
- ◆ RAR Funded Projects:
<https://www.clir.org/recordings-at-risk/funded-projects>



RAR A program of
Recordings at Risk



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Resources



Questions

Images courtesy of Cycle 11 recipients



POLLS

Image courtesy of CUNY Dominican Studies Institute Library
(Cycle 11 recipient)

Thank you!

Louisa Kwasigroch | Managing Director
Sharon Burney | Program Officer
Alyson Pope | Program Officer
Jane Larson | Program Associate
Lizzi Albert | Deputy of Operations

recordingsatrisk@clir.org

[@CLIRgrants](https://twitter.com/CLIRgrants)

[#CLIRRaR](https://twitter.com/CLIRgrants)