Narrative Section of a Successful Application

The attached document contains the grant narrative of a previously funded grant application. It is not intended to serve as a model, but to give you a sense of how a successful application may be crafted. Every successful application is different, and each applicant is urged to prepare a proposal that reflects its unique project and aspirations. Prospective applicants should consult the NEH Division of Preservation and Access application guidelines at http://www.neh.gov/grants/preservation/humanities-collections-and-reference-resources for instructions. Applicants are also strongly encouraged to consult with the NEH Division of Preservation and Access staff well before a grant deadline.

Note: The attachment only contains the grant narrative, not the entire funded application. In addition, certain portions may have been redacted to protect the privacy interests of an individual and/or to protect confidential commercial and financial information and/or to protect copyrighted materials.

Project Title: French Pamphlet Planning Project: An International Collaboration for Improvement of Collection Access

Institution: University of Florida Libraries

Project Director: Matthew Loving

Grant Program: Humanities Collections and Reference Resources

French Pamphlet Planning Project: An International Collaboration for Improvement of Collection Access

To assist in the formative stages of collaborative initiatives for preserving and improving access to humanities collections, the George A. Smathers Libraries at the University of Florida (UF), in partnership with the Center for Research Libraries (CRL), institutional members of the Collaborative Initiative for French Language Collections (CIFNAL), the Newberry, the National Library of France (BNF), and a team of noted scholars of French literature and history, request $39,246 (with $33,997 in contributed cost share from UF) to support assessment, planning, and project activities that will leverage expertise from a mix of professional domains. Drawing upon the cooperation of humanities scholars and technical specialists, this project will encompass efforts for: 1) initial data gathering and in-depth analysis of existing French revolutionary pamphlet collections; 2) collaborative engagement and planning to improve intellectual control of extant French pamphlet collections in the U.S. and France; 3) systematic identification and organization of collaborative frameworks and corresponding data sources, item descriptions and online collection content; and 4) planning of preliminary versions of future online collections and resources to improve overall discoverability of all pamphlet collections regardless of location. At the time of proposal submission, confirmed project partners and participants include: Ball State University (BSU), Brigham Young University (BYU), Brown University, Cornell University, Emory University, Harvard University, Johns Hopkins University (JHU), Stanford University, University of Alabama (UA), University of Kansas (UK), University of Michigan (UM), and Yale University. Although not formally included in the project budget, it is estimated additional cost share of at least $30,000 will be contributed through efforts of partners' facilitators, content managers, catalogers, digital collections experts, and scholars.

I. Significance and Impact:
The Library of Congress defines pamphlets as "Published non-periodical volumes with no cover or with a paper cover--usually five or more pages and fewer than 49 pages" (LOC, 2007). Emerging from the explosion of European publishing in the 16th century, pamphlets were an inexpensive means for disseminating information, ideas, political opinion, and propaganda.

The pamphlet, as a mode of expression, had in its brevity and portability the power to reach beyond the walls of libraries and archives, and into the streets of Europe. The 18th century Enlightenment's heady march towards better dissemination of critical thinking in France began in 1748, when French philosopher and writer Denis Diderot launched the idea of creating a universal encyclopedia to promote popular access to knowledge. Yet it was the less expensive pamphlet which truly put these new ideas into circulation. Anonymous pamphlet writers took up the pen and shared their political concerns with a broader French population, producing subversive literature opposing the anti-democratic nature of government systems, and referring to these texts as: "Philosophical Literature." Known today by historians under the name "revolutionary pamphlets" or "revolutionary libels," such writings attacked religion, the state, and existing social and moral norms. These libels usually constituted only a few pages to several hundred and by attacking the King, the nobility, and the clergy, they challenged a social order deemed unjust and unfair. In this way, French pamphleteers opened a Pandora's Box in one of the most important and populated cross-roads of Europe that would soon eradicate existing feudal traditions and overturn an entire society.

During the revolutionary period in France, up to 30% of the national literary market was related to illicit literature or pamphlet production (Darnton 1989, 14). Darnton identifies four genres of pamphlets: religion (30%), philosophy (25%), politics (13%), and sex (3%) (Darnton 1995, 69). To avoid police detection, the underground pamphlet trade was carried out in intricate ways including mixing or 'marrying' pages of authorized books with illicit ones, as well as employing "insurers" skilled in transporting portions of pamphlets at different times and down different paths, to later reassemble

them for safe delivery. [Please see Darnton's online discussion (Darton, 2007) on 18th century censorship and information environment in France.]

The largest single category of French pamphlets can be classified as government publications and their contents provide valuable information about French society, characterized by discussions of social reform, educational reorganization, price regulation, administrative changes, religious concessions and suppressions, monetary regulations, commercial monopolies, and diplomatic agreements. These pamphlets were published from 1780 to 1810, with a typical run of 500 to 1,200 pamphlet copies per printing. Even the most popular pamphlets might have only reached the hands of less than 1% of France's urban, literate populations. Today, cloistered in large part within special collection departments worldwide, these essential historical documents often remain hidden from researchers.

As primary documents, pamphlet literature offers researchers rare and unique evidence of events occurring within the politics, history and mores of one of the most important and singular political events of Western civilization: the French Revolution of the 18th century. These coverless printings, predating newspapers, could be easily concealed, posted and distributed in ways other official communications could not. On June 17, 1789, the members of the Third Estate unanimously refused to join the nobility and clergy in sessions at the French General Assembly. However, it was a pamphlet written a few months earlier (January 1789), entitled *Qu'est-ce que le Tiers état?* (Sieyès, 1970) which definitively triggered historical uprisings. In this short essay, Emmanuel Sieyès inspired a political incident marking the beginning of the French Revolution and rise of the Third Estate and demonstrated the power of a single document.

In addition to historical value, pamphlet collections shed light on an era's existing literary styles, presenting rhetorical techniques of the age: monologues, dialogues, recitations, parodies, satire, allegories, music, and imitations. Some of the most well written pamphlets used humor, prose or poetry as strategies to create popular appeal. Pamphlets by feminist abolitionist Olympe de Gouges include timely arguments for equal rights for women and people of all races. Scott Duvall, head of BYU's Special Collections further describes the historical importance of French pamphlets:

> But in addition to these normally expected topics, our collection possesses a breadth of many other fascinating topics for research. There are pamphlets that deal with regulations of all kinds: dress standards for the bourgeoisie, the state granaries and salt warehouses, marriage, divorce, the hostelries and tavern keepers, the guilds and the rights of workers, firearms, domestic servants, the importation and production of linen cloth, coinage, censorship, printing, and booksellers, to list a few. There are pamphlets that treat the judiciary, the officials for the royal forests, the threat of the Turks, the poor, the peasantry, the harvest, and even the Eucharist. In addition, many of the pamphlets treat predictions of the future, i.e. prophecies and horoscopes defined by the stars, eclipses and comets. (Duval, 2012)

It can be seen that revolutionary pamphlets were subversively yet openly contesting social and political structures and their social criticism tells us much about 18th century Europe. "Naturally, the material is of great interest to scholars and students interested in the French Revolution, however, its value goes well beyond French and European historians," explains Paul Saenger, the George A. Poole III Newberry Curator of Rare Books and collection development librarian. "These French Pamphlet Collections also enrich research on printing, publishing and book collecting during the Revolution; the colonial history in North America and the Caribbean; the impact of the French Revolution on the United States and elsewhere; and the ongoing debates about citizenship" (Poole, 2009). Further evidence of scholarly research in pamphlet collections can found in dissertations on varying topics of history, politics, language and society (see Appendix B).

Among the published pamphlet bibliographies (see Appendix C) several serve to trace past efforts to account for the genre's total production and international holdings as well as serving to better document current French Pamphlet Project (FPP) partners' historical collections. While in a few cases, digital facsimiles have been created from portions of partner holdings, frequently no corresponding catalog record exists at an item-level within institutional Online Public Access Catalogs (OPACs) or in attached to digital items. Records created by many digital initiatives have forgone item analysis, even in cases where item-level records are needed. Project partner Karen Cook, at University of Kansas (UK), recently related that while helping a colleague and his research class at UK, the professor and his students were astonished when Cook revealed their own university had, within its Melvin Collection, 9,000 French pamphlets dating from the revolutionary era in France.

Challenges of Access
Numerous institutions within the U.S. and France have sought to collect corpora of French pamphlets in support of scholarly research. However, these collections over time have become obscured to modern research and discovery tools. Furthermore, the exact number of pamphlets written before and during the French Revolution remains unknown.

Pamphlets were issued in limited runs, on low quality paper, and were frequently in danger of being censored, confiscated, or destroyed. As a result, the rarity and condition of surviving collections raises awareness of the need to ensure their longevity and dissemination in the modern information environment.

To mitigate these identified needs, a notable recent effort to catalog the extensive collections of French pamphlets at the Newberry in Chicago was launched in January 2010 through funding from the Council on Library and Information Resources (CLIR) "Cataloging Hidden Special Collections and Archives" initiative. However, this initiative is an exception to current conditions among partner holdings, as described in Chart 1 (below).

Chart 1 –French Pamphlet collections and accessibility at partner institutions

Partners	Print Pamphlets	Digitized Pamphlets	OPAC Accessibility
UF	2,810	115	None
UK	9,000	None	None
UA	391	132	Yes
JHU	TBD*	TBD	TBD
Yale	TBD	TBD	TBD
Newberry	30,000	None	Yes
UM	TBD	TBD	TBD
BSU	528	528	None
Emory	1,500	391	Partial
Stanford	500	None	None
BYU*	2,100	1,932	Partial
CRL*	TBD	TBD	TBD
BNF	10,000	10,000	TBD

*TBD: Currently undetermined data points.
*BYU's print and digital collections dates from the 16th century wars of religion in France.
*CRL's digitized collection dates from the 1848 revolution in France.

Funding of this project will allow partners to conduct an initial inventory and environmental scan of extant print collections before convening to create a formal plan aimed at increasing access. In preparation for NEH funding, members of the CIFNAL working group established a beta-version of an

online database featuring digitized pamphlets from various holding institutions. Recent additions of the Newberry and the National Library of France (BNF) to the project team, incrementally expands knowledge of extant holdings and increase the collaborative strength of partner assets for future analysis and planning. This proposed planning project will further contribute to reducing duplication of digitization efforts while simultaneously providing researchers around the world with greater awareness of resources and eventual access to full-text content.

II. History, Scope and Duration
FPP began organizing in 2010 around a core group of interested CRL/CIFNAL members working together to launch a project to share information about French pamphlet collections. Previous to this collaborative effort, individual institutions had progressed unaware of other institutions' plans or holdings. Through preliminary surveys, CIFNAL sought to gain insight into the locations and strengths of collections at partner institutions in the U.S. and abroad. A summary of collection descriptions from FPP partners can be found in Appendix D.

The impetus for this planning project originated shortly after the formation of CIFNAL coordinated by CRL. With 43 member institutions, CIFNAL's mission is to improve access to French and francophone resources for North American libraries and conversely, to North American resources for francophone libraries. CIFNAL's on-going and past projects promote collaboration and resource sharing among North American libraries in order to make collections more interconnected through resource sharing between North American and francophone libraries. To support this core mission, the FPP was formed to promote and improve access to corresponding historical French language pamphlet collections held in common by many CIFNAL member institutions.

The project's earliest inception owes its collaborative nature to the discovery of existing parallel, rare holdings of pamphlets among member institutions. In the summer of 2011, FPP benefited from the work of a graduate intern (Florida State University School of Library & Information Studies) who verified holdings of 400 individual pamphlet titles within the WorldCat union catalog and corresponding institutional catalogs. This analysis exposes the fact that while many pamphlets lack item-level catalog description within institutional OPACs, corresponding titles in WorldCat match or seem to closely match (e.g., microfilm vs. print) items formerly believed to lack item-level description. This closer analysis of shared holdings demonstrates as well, on average, for any given French revolution pamphlet title located in WorldCat, two to six CIFNAL members are associated with the shared item record. While collections and holdings of French pamphlets in general vary greatly, incidents of already existing shared collections and descriptions of rare pamphlet titles were exciting and seen as important motivations toward planning a larger collaborative collection development project among CIFNAL members and other institutions with comparable holdings.

In working with UF's pamphlet collections, Rare Books Librarian/Curator and former Head of Special Collections, John Ingram, was able to establish some of the basic parameters of the existing collection as it is stored within the UF Libraries and perhaps in comparison to other FPP partner institutions. Ingram's full report can be found attached as Appendix E. Outside of his analysis he also noted that in view of seemingly shared collections, apparently matching records in a union catalog are seldom indicative of truly analog rare items. In the case of the pamphlets, because of the expediency and popularity of printings, items possibly sharing titles or other descriptive similarities often prove to be, under closer examination, different sizes, typefaces and even containing dissimilar content or key portions and components. With this in mind, it becomes important to separate FPP's broader access initiatives and project goals from the careful curation and consideration of rare items held in partners' collections.

In addition to overlapping print content, FPP initial planners were interested in discovering several institutions had already begun projects and initiatives to digitize portions of their pamphlet holdings. Current project partners with online pamphlet collections include the following: Emory; University of Florida; University of Alabama; Ball State University; Cornell; Center for Research Libraries; Brigham Young University; La Bibliothèque nationale de France; Bibliothèque de Toulouse.

The above collections represent diverse digital development initiatives and existing online collection content, some of which are ongoing but the majority of which were limited in scope and now concluded. UA's 132 online pamphlets were digitized from over 300 French revolutionary pamphlets housed in the W.S. Hoole Special Collections Library's Rare Books Collection through a gift from EBSCO Industries. UF's digital pamphlet collection is a byproduct, originally a prototype for grant project development, yielding 115 online facsimiles from the over 2800 pamphlets held in the institution's special collections. In contrast, BSU has digitized all 528 pamphlets from its existing collection. BYU began in 2009 a robust and ongoing pamphlet digitization program somewhat unique amongst project partners. Outside of North America, the Bibliothèque de Toulouse has digitized a little over 150 revolutionary pamphlets in the Occitan language. The BNF, in support of Gallica and its digital initiatives, has digitized all revolutionary pamphlet content in its microfilmed collections. Discussions have begun between CIFNAL and the BNF to develop strategies for isolating this considerable online pamphlet content from other digital documentation.

Without having established the BNF's existing digital content, the overlapping nature of digitized pamphlet collections amongst FPP member collections is in general less than found in conventional print pamphlet collections. However, the resulting online pamphlet collections, while constituting an obvious improvement to access on many levels, also pose broader online retrieval and access issues. Excluding Harvard, very little of the FPP partner's digital content is searchable/discoverable by title or subject headings in institutional OPACs. As Mann explains in the *Oxford Guide to Library research*, "Library catalogs provide much more efficient and systematic overviews of the range of books relevant to any topic" (Mann, 48). His criticism of uniquely relying on Google PageRank strategies to improve access to scholarly online materials in Libraries is also relevant. Mann uses a simple search on historical lighthouse libraries (Keywords: "lighthouse & libraries") to make his point. "Keywords retrieved in full texts without controlled subject headings and classification numbers could not be efficiently segregated by mere ranking mechanisms from hundreds of thousands of hits on the right words in the wrong contexts" (Mann, 55). In order to eventually improve description and online access barriers to existing digitized pamphlet collections, it was recognized local catalog MARC records would need to be considered.

Within its mission of supporting the development and discovery of diverse research collections, the University of Florida Libraries Digital Library Center (DLC) has digitized and mounted over seven million pages since its inception in 1997. Supported by DLC and its content management system (SOBEKCM) FPP planners began test harvesting metadata via OAI from BSU, UA, Emory and UF's digitized pamphlet holdings in order to group items together, matching digital copies to corresponding catalog records mined from WorldCat and institutional OPACs, into one database catalog of French pamphlets.

Without storing actual digital items and using only related item metadata, this online French pamphlet catalog resource and finding aid will efficiently serve to connect researchers to pamphlets content while also unifying and further promoting project planning efforts:
- Capability of wedding the best and most robust catalog descriptions with corresponding poorly described digital facsimiles;

- Provides possibility of organizing existing cataloged records into one central online bibliographic database;
- Provides online discovery of all digitized pamphlet content from one online keyword searchable resource capable of linking users to full-text content while simultaneously improving online accessibility through a variety of search engine optimization (SEO) techniques.

Part of the importance of this developing centralized resource will be to make available similar but widely dispersed digitized academic resources which many search engine algorithms systematically exclude. Researchers will be able to remotely conduct keyword and subject searches of all partner collections simultaneously from a main project page.

Products and outcomes resulting from project planning from 2013 to 2014 include:
1. Collaborative data points of total pamphlet holdings in print, microfilm and in digital format
2. Definitive data concerning the utility of existing shared pamphlet collections, catalog descriptions and digitized facsimiles
3. Expanded international collaborative network of project partners highly educated with common knowledge about project parameters and goals
4. Environmental Scan Report detailing the current situation among French revolution pamphlet collections and holding institutions vis-à-vis cataloging quality and efforts, and digital conversion efforts
5. Strategic Plan for Establishing a French Pamphlet Digital Portal, including workflows and timeframes for creation of project portal which organizes resulting project data and information for improved management of future initiatives; and, workflows and timeframes for creation and maintenance of a CRL online resource linking researchers to the full-text of all existing digitized partner pamphlets
6. White Paper describing planning processes, experiences and lessons learned

III. Methodology and standards

In summer 2011 pamphlets collections were compared and it was determined any eventual project planning activities must consider several critical project issues:
1) A lack of item-level catalog description within institutional OPACs;
2) The existence of shared or closely matching catalog description and metadata among institutional partner collections as evidenced in WorldCat;
3) The requirement of wedding online full text content with improved metadata and catalog descriptions; and,
4) The need for a thematic pamphlet portal capable of searching across institutional collections.

Planning activities outlined below will integrate the four critical project issue established by the CIFNAL FPP working group. NEH budget requested costs are embedded below and budget notes are available in Appendix F.

Planning activities
The following paragraphs describe major project planning activities to reveal and plan for emerging challenges related to the un-discoverability of historically significant French pamphlets during the grant period: 1) survey institutional partners; 2) facilitate planning session #1 with collection managers and content experts; 3) complete an environmental scan to collect data about current situations and collections for each partner; 4) facilitate planning session #2, using Go To Meeting or another online conference tool, with collection managers, catalog experts and digital content managers; 5) facilitate online planning session #3 to finalize timeline; and 6) finalize and share final documentation of planning

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decisions and timeline. Project planning members have been assigned to these categories: facilitators (UF and CRL); FPP working group/US partners (Emory, JHU, Stanford, UA, UF, UK, UM, and Yale committed to planning and completing environmental scans); US planning participants (Brown, BSU, BYU, Cornell, and Harvard); future participants (unknown additional planning participants); French partner (BNF) and scholarly advisors: Audrey Viguier, Ph.D., University of Texas, Brownsville, French pamphlet scholar and scholarly advisors representative; Phillipe Gardy, Centre Nacional de Recherche Scientifique (CNRS), Université Paul Valéry, Montpellier; Henri Boyer, Université Montpellier III; and Chantal Thomas, CNRS.

Surveys from institutional partners: Project leaders (UF/CRL) will conduct an electronic survey to determine participants' current collection content knowledge, access needs of scholars, infrastructure availability for assessing cataloging, digitizing, preservation, planning for collaborative portal, and recommended criteria for prioritizing collections, for US and BNF.

Scholarly Advisor's Report: Viguier will organize scholarly advisors' input on pamphlet content and criteria for setting planning priorities regarding research access.

Planning Session #1 (Chicago): Project will convene an in-person planning session, facilitated by UF and CRL, and attended by content managers/librarians representing US partners and participants (eight US institutions), three librarians from BNF ($7,710 airfare plus $1,539 hotel, NEH request); and Viguier ($741 airfare, NEH request) ($3,420 hotel, NEH request: BYU, Emory, JHU, Stanford, UA, UF, UK, UM, Yale, and Viguier). Goals for this session will be to: 1) introduce planning process; 2) outline participant responsibilities and establish concrete processes and workflows for student assistant tasks and for developing environmental scans; and 3) address common concerns or questions. Session participants also will conduct a site visit to the Newberry to learn about results from the library's completion of a CLIR Hidden Collections French pamphlet cataloging grant award.

The planning session will be modeled on CRL's successful Global Resources Round Table events, in which a variety of stakeholders meet to examine the current and emerging challenges of collecting primary source material in a given subject area, and to build an action agenda for collaborative responses to these challenges. Previous Round Tables, described on CRL's website, include collecting in the areas of news, global water resources, and human rights documentation.

Environmental scan and data collection: Each partner (Emory, JHU Stanford, UA, UF, UK, UM, and Yale) will employ student assistants ($16,058 NEH request), under the supervision and guidance of content experts, to assess pamphlet collections thus compiling information necessary for future planning sessions (see Appendix G). Viguier will assist with BNF collection analysis and contribute report for inclusion in environmental scan ($1,074 airfare for site visit, NEH request). Areas to be assessed include:
- Scope (number of items, number of pages per pamphlet, size, inclusive dates);
- Physical arrangement (location and environment, storage and retrieval methods/ requirements by scholars and availability on site or remotely);
- Condition (manner of binding/storage media, fragility, completeness/integrity);
- Bibliographic accessibility (level of intellectual access, existing finding aids, descriptions, available catalog records or metadata, series entry, etc.);
- Digital availability (technical specifications, metadata format, retrieval methods, etc.) or digitization plans ; and,
- Scholarly advisors and partners will provide use cases (examples of recent or previous scholarly work), perceived needs and barriers to collection access.

For major pamphlet collection partners (BNF and the Newberry): The BNF will provide an inventory of digital objects scanned from microfilmed collections which represent total pamphlet holdings. The Newberry will provide an inventory of cataloged pamphlet titles (22,000) and those remaining to be described, as well as an analysis of those titles directly corresponding with BNF's digital holdings.

Planning Session #2: Two weeks prior to this online session, results from the partners' institutional assessments and surveys completed during the previous six-months, will be combined and distributed to planning partners and participants. To achieve the maximum benefits possible and prepare for this two-day virtual planning session, partners participants will review environmental scan reports, and an analysis of report results, focused on the issues of assets and barriers to access. This will reveal information related to storage, condition, accessibility, use by scholars, uniqueness, parallel holdings, quality of cataloging records, and other important data.

Session attendance will include three library professionals from all partner and participating institutions, representing cataloging, digitization and content management expertise, plus the scholarly advisor representative. Additional planning participants will be solicited throughout the environmental scanning period for invitation to this session. Facilitated planning methods traditionally used during in-person strategic planning sessions will achieve these **objectives**: 1) debriefing of environmental scan report to develop a broad understanding of current situations and environments in which French pamphlet collections exist; 2) brainstorm and prioritize strategies for ways current collections (conventional and digital) can be accessed; and ways in which management expertise, and other inherent skills can be leveraged to contribute toward a functional international framework that achieves pamphlet discoverability within each institution and contributes current and future digital facsimiles to a centralized portal; and 3) determine gaps in assets necessary to achieve objective #2 above.

Virtual planning facilitation methods: The agenda will combine both plenary and small group discussion to mirror in-person planning sessions as closely as possible. Staff members from UF and CRL will co-facilitate the two-day session guided by agendas pre-reviewed by participating institutions. Offline breakout group assignments for debriefing, brainstorming, problem-solving, and priority setting will allow individual institutions to contribute ideas, comments, solutions and insights in a coordinated fashion. Small group assignment results will be collated and processed during session breaks and shared in real-time, with additional large group discussion, to further debrief and determine results. This facilitation method was used successfully in September 2011 to plan for a coordinated portal among 15 Land Grant Academic Libraries nationwide: Land-Grant Agricultural Knowledge Discovery System Planning Meeting (see Appendix H). Planning proceedings will be distributed within three business days of session completion.

Day-one, Session #2: To achieve Session objective #1 above, participants will debrief information from the project's environmental scan answering questions, in small groups such as: What insights have participants learned about the current situation and how does this knowledge contribute to the assets for planning future initiatives? Collated results from debriefing discussions will be shared electronically throughout the day. These activities will help ensure participants are sufficiently knowledgeable to determine future collaborative goals, priorities, strategies for leveraging assets and possible workflow systems.

Day-two, Session #2: To achieve objectives #2 and #3 above, planning strategies and gaps will be brainstormed and prioritized using various criteria in small group discussions (see example results, Appendix I. Results will be collated and combined by teams at UF and CRL, shared electronically, and discussed in the large group. The resulting information will be used to plan Session #3.

Compilation/Distribution of Proceedings and Planning Notes: Results from all data gathered will be shared electronically throughout the day, and compiled for distribution within five business days.

Planning Session #3: To achieve an agreed upon consensus of strategies, timeline and costs for the plan, during this virtual planning session participants will review results from Session #2 and again, working in small groups, provide input toward an implementation timeline for achieving planning goals.

Final Plan Documentation: To arrive at a final document, a draft will be distributed for comments and suggested revisions, and finalized by UF and CRL leaders.

Standards

Planning for the development of a centralized project portal will incorporate the current beta-version of the FPP database online resource. The following describes the technical architecture, characteristics and capacities of the database and supporting content management system.

Database and Searchability
The FPP database will utilize SobekCM or a similar GLAM (gallery, library, archive, and museum) system. The SobekCM software engine powers both the UF Digital Collections (UFDC) and the Digital Library of the Caribbean (dLOC) digital repositories. SobekCM allows users to discover online resources via semantic and full-text searches, as well as a variety of different browse mechanisms. This repository supports online metadata editing and online submissions.

Some of the outstanding features of this digital library include:
- Fully searchable and browseable - with browse options for all and new items, and customizable browses for all metadata fields (e.g., subject, author, publisher)
- Powered by rich metadata support, with automatic transformations for maximum interoperability
- Google-map based searching or map browsing, when geographic metadata is available
- Broad, internationally applied description methods using METS/MODS Metadata with all records automatically transformed and available as MARCXML and qualified Dublin Core metadata
- Integrated support for OAI-PMH (Open Archives Initiative) and optimized for search engine access - via Google, and other search engines
- Ability to serve various organizational options including: hierarchical groupings allowing collocation by Area, topic, and geographical hierarchies for College, Department; monographic, page-turning functionality; multiple files connected to one descriptive record; one item, one record; mapping between various versions of a single work; and journal volume, issue, title organization.
- Internationalized/localized interfaces in English, Spanish, and French

Building the Database
The proposed FPP digital portal will build on existing metadata by directly exporting current records from institutional and federated catalogs in order to populate a resulting database. The records will be augmented to include links to existing digital facsimiles when available.

SobekCM and its associated tools (http://ufdc.ufl.edu/software) provide robust metadata support for ingesting MARC records into METS/MODS and MARCXML. SobekCM allows records to be directly imported with all information retained and usable, individually and in batches. After records are imported, SobekCM provides an easy to use graphical interface for authenticated users to add hyperlinks to records to link to available digital facsimiles.

The current workflow for creating portal collections using SobekCM is:
- Select / identify materials for inclusion
- Acquire and import records (importing from CSV, EAD, MARC, and OAI-PMH feed using the SobekCM METS Editor; for more information: http://ufdc.ufl.edu/metseditor/batch
- Add a link to the record in FPP for the online resource location
- Add/enhance the existing metadata (e.g., adding geographic coordinates to the record to power map-based searching and browsing)

UF's open access servers have the necessary memory and storage capacity to support, organize and deliver the above described digital metadata and content involved in the project planning process. As the project expands beyond planning stages, UF has the technology infrastructure and programming expertise to ensure long-term sustainability of interactive digital collections. UF can easily scale to match collaborative project needs, including CRL's possible future hosting role, due to its commodity storage, supported through UF's central IT.

IV. Sustainability of project outcomes and digital content
In practice consistent with all other UF digital projects, the FPP database will be maintained in perpetuity as a redundant digital archive (for details, see: http://ufdc.ufl.edu/sobekcm/preservation). Moreover, the resulting French pamphlet database resource and portal will be integrated with other existing CIFNAL association projects (Bibliothèque Bleue, Digital Library of the Caribbean, Microfilm Project) insuring future development and perpetual association oversight and management. The resulting project plan will serve to inform the NEH Humanities Collections and Reference Resources Program implementation application (Jul 19 2014) for funding of the project from 2015 to 2018. From 2014 to 2015 the CIFNAL FPP working group will continue to identify and position relevant materials and corresponding data sets in preparation and support of developed project goals. SobekCM functionalities allow working group members to contribute both in-person and remotely to continued development of project structure and organization, including support of possible project migration to CRL in 2014.

V. Dissemination
The planning and project work completed under this proposal will be promoted broadly to local, national and international scholars and students through publication, presentations and, as part of CIFNAL's contributions to shared research, missions, and goals. The project portal itself will provide immediate information on partners' collections, project standards, and working plans. The pamphlet database, in the context of CRL/CIFNAL will be easily accessible by bibliographers and subject specialists who will insure its dissemination through the channels of scholarly communication and support structures as well as contribute to the further development of resources and research direction. Additionally, UF provides search engine optimization (SEO) for all hosted collections to ensure materials are listed and findable through simple commercial web searches using Google and other search engines (for details see: http://ufdc.ufl.edu/sobekcm/robots). Deliverables produced during the project will be uploaded to CRL's French Pamphlets Forum page , and linked to partner collection sites. Promotion of project and deliverables will occur through UF official press releases, libraries' newsletters, listservs, conference presentations, and social media including Facebook, Twitter, blogs, and Wikipedia, among other vehicles used by partners.

VI. Work Plan (May 2013 - April 2014)

A Gantt Chart provides an overview of the project schedule (Appendix J). A planning work flow diagram illustrates participation and planning activities (Appendix K).

Quarter 1 (May-July. 2013):
- UF organizers confirm participants and make travel arrangements (Chicago planning session)
- FPP working group develops/distributes/compiles and disseminates results of electronic survey to determine status of collection content, access needs of scholars, infrastructure availability for cataloging, digitizing, preservation, planning for collaborative portal, etc.
- CRL/UF will co-facilitate and host Planning Session #1; planners will visit the Newberry collection(two full days, Chicago, prior to American Library Association Annual Conference)

Quarter 2 (August-October 2013):
- FPP working group completes site specific planning for use of students to assess collections for content and preservation/organization needs, and testing catalog records' quantity and quality
- Project partners recruit/hire/train student workers for collection assessments at each site
- Assess collections and test cataloging records

Quarter 3 (November 2013-January 2014)
- Partners complete: collection assessments at each site, and site specific environmental scan reports
- FPP working group collects examples of humanities portals to serve as models for planning purposes
- FPP working group compiles and distribute site data and prepares environmental scan report analyzing and describing the current situation, including data from BNF and scholars' views of barriers and future needs
- CIFNAL Chair invites additional interested participants to attend virtual planning sessions
- Survey new participants and coordinate two-day online logistics

Quarter 4 (February-April 2013)
- UF and FPP working group develop agenda for Planning Session #2
- UF and CRL co-facilitate Planning Session #2 UF and FPP working group prepare and distribute Session #2 proceedings, discussions and decisions
- UF co-facilitates with CRL staff, Planning Session #3 to draft timeframe and costs for implementation of planning strategies and future initiatives
- UF and FPP working group finalize, distribute, and disseminate completed planning document
- Survey participants and scholars, compile and distribute results to assess quality of planning process and learn from project planning experiences
- UF and FPP working group members prepare White Paper and final NEH report
- UF and CRL upload results of planning processes, data, White Paper, and all project documentation to the project portal and CIFNAL working group webpage. Dissemination using SEO techniques will include creation of Wikipedia content, links, and related strategies for Google optimization.

VII. Staff, Faculty, and Consultants – Key Personnel

George A. Smathers Libraries at UF:
- Matthew Loving ((b) (6), 12% FTE cost share), Romance Languages/Area Studies Librarian, Project Principal Investigator, managing the project and partners, coordinating planning sessions and travel, collating and analyzing data, preparing drafts of proceedings, reports and White Paper
- James Clifton ((b) (6), 2% FTE cost share), survey instrument manager and data organizer
- Bess de Farber, ((b) (6), 4% FTE cost share), Libraries Grants Manager and Certified Professional Facilitator, Session #2 virtual meeting agenda designer and co-facilitator
- John Ingram ((b) (6) 1% FTE cost share), Rare Books Librarian/Emeritus faculty, collection contents assessor
- Betsy Simpson ((b) (6), 2% FTE cost share), Chair, Cataloging and Metadata Department, catalog and digital collections metadata assessor and planner

- Mark Sullivan (b) (6), 4% FTE cost share), Digital Development and Web IT Services, database and SobekCM software developer and planner
- Laurie N. Taylor, Ph.D. (b) (6), 5% FTE cost share), Digital Humanities Librarian, digital collections developer and planner
- Florence M. Turcotte (b) (6), 5% FTE cost share), Literary Manuscripts Archivist Dept. of Special and Area Studies Collection, collection contents assessor and planner

Center for Research Libraries:
- James Simon, Director, Global Resources Network, project planner and planning co-facilitator
- Judy Alspach, Project Coordinator, Global Resources Network, planning sessions coordinator, planner and planning co-facilitator

Collaborative Initiative for French Language Collections—FPP Working Group Members:
- Karen Cook, Special Collections Librarian, Spencer Research Library, University of Kansas, content manager and planner
- David Faulds, Rare Book Librarian, Emory University Libraries, content manager and planner.
- Richard Hacken, European Studies Bibliographer Harold B. Lee Library Brigham Young University, digital content manager and BNF online collections liaison
- Jessica Lacher-Feldman, MA, MLS, CA Curator of Rare Books and Special Collections/Associate Professor W.S. Hoole Special Collections Library The University of Alabama, content manager and planner
- Sarah Sussman**,** Curator for the French and Italian collections at Stanford University Libraries. content manager and planner
- Bryan Skib, Associate University Librarian for Collections, University of Michigan Library, digital content manager and Hathi Trust collections liaison
- Lidia Uziel, Librarian in Western European Languages and Literatures, Comparative Literature, Classics & Linguistics, Yale University, content manager and planner
- Sue Waterman, Librarian for German and Romance Languages and Literature, the Humanities Center, and Jewish Studies, Johns Hopkins University, content manager and planner

BNF and Newberry Representatives:
- Aline Girard, Director, Dept. of Cooperation, BNF, project French, international content representative
- Franck Hurinville, Head of Francophone Outreach, BNF, French collections specialist and international and francophone collaboration planner
- Anne Pasquignon, Assistant Head of Science and Research Collections, BNF, content manager
- Jennifer Thom, Cataloging Projects Manager, the Newberry, analysis of holdings corresponding to BNF and CIFNAL member collections, and planner

Scholarly Advisors
- Audrey Viguier, Ph.D., Assistant Professor, University of Texas, Brownsville, scholarly advisors representative
- Phillipe Gardy, LAHIC / IIAC / Centre Nacional de Recherche Scientifique (CNRS), Université Paul Valéry, Montpellier (forthcoming confirmation letter)
- Henri Boyer, Professeur des universités en sciences du langage à l'Université Montpellier III (forthcoming confirmation letter)
- Chantal Thomas, Directeur de recherché, CNRS (forthcoming confirmation letter)