PRESERVICA GRANT APPLICATION

Preservica Grant Committee

50 Milk Street 16th Floor

Boston, MA 02109

Dear Members of the Preservica Grant Committee,

I am writing to you on behalf of the Fairfax Library Foundation and the City of Fairfax Regional Library to apply for the Preservica Plus Grant. We are requesting $5,160.00 for our project, the Virginia Room Digitization Initiative.

In this project, we aim to digitize key materials in our Virginia Room collection to ensure the preservation of invaluable historical resources and significantly enhance accessibility to the1,174,455 residents of Fairfax City and Fairfax County, as well as researchers nationwide.

The Virginia Room is a collection dedicated to the rich regional history and genealogy of Fairfax City and Fairfax County, along with extensive local and state government information and legal resources. The collection contains over 54,000 print materials, including 90 microfilm newspapers, 600 yearbooks, and more than 300,000 photographs, with only 2% currently digitized.

This grant will enable us to digitize a curated collection of 500 critical materials, focusing on Civil War and Black history, and it will utilize the entire 250 GB of cloud storage provided by the Starter Plus grant.

The Fairfax County Public Libraries are dedicated to actively building community, furthering literacy, and promoting freedom of access and expression through programming, community spaces, technology, and diverse collections of educational and recreational resources.

We believe that the Virginia Room Digitization Initiative will not only preserve our rich history but also promote greater engagement with it, fostering a deeper understanding and appreciation of our region's past.

Thank you for considering our application. We look forward to the opportunity to work with Preservica to bring the history of Fairfax City and Fairfax County to a broader audience.

Sincerely,

Jacob Muller, Librarian

Fairfax Library Foundation, City of Fairfax Regional Library

CONTACT INFORMATION

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Jacob

LAST NAME

Muller

TITLE

Librarian

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STATE

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22020-2514

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E-MAIL ADDRESS

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ORGANIZATION INFORMATION

LEGAL NAME OF ORGANIZATION

Fairfax Library Foundation, City of Fairfax Regional Library

MAILING ADDRESS

10360 North Street

CITY

Fairfax

STATE

   VA

ZIP

   22030-2514

COUNTY

   Fairfax City

TELEPHONE

   (703) 293-6227

IRS 501 (c) DETERMINATION LETTER

   I would acquire this information from either our library director or our financial/business manager.

HOW LONG HAS YOUR ORGANIZATION BEEN IN EXISTENCE?

   The very first library of the Fairfax County Public Library system to be established, our branch opened in 1940. Beginning as a small 14'x24' cinderblock building, the library was renamed, renovated, and moved several times before its current iteration as the Fairfax City Regional Library. The most recently inaugurated version of the library, having opened its doors on Jan 26, 2008, saw it moved to 10360 North Street and renamed the City of Fairfax Regional Library. This branch features a collection known as "The Virginia Room," containing a rich breadth of regional history and genealogy of regional history, as well as local and state government information and legal resources.

TYPE of ORGANIZATION:

SCHOOL___:

PUBLIC ___

PRIVATE___

CHARTER___

OTHER *___

*EXPLAIN_____

_____

_____

LIBRARY_X_ :

PUBLIC_X_

ACADEMIC___

SPECIAL___

OTHER*___

*EXPLAIN_____

_____

_____

NON-PROFIT ORGANIZATION*

*EXPLAIN_____

_____

_____

<u>OVERVIEW</u>

MISSION STATEMENT OF ORGANIZATION

FCPL actively builds community, furthers literacy, and promotes freedom of access and expression through programming, community spaces, technology, and collections of educational and recreational resources.

PROJECT TITLE

Virginia Room Digitization Initiative

REQUESTED CASH AMOUNT (US CURRENCY)

The Fairfax City Regional Library requests $5,160.00 in the form of the Preservica Plus Grant from Preservica.

NUMBER OF INDIVIDUALS TO BE SERVED BY FUNDING FROM THIS APPLICATION

This project aims to serve the 1,174,455 people of the combined counties of Fairfax City and Fairfax County.

PROGRAM TARGET AUDIENCE

The target audience of the VRDI is members of the combined Fairfax City and Fairfax County community, namely the high school and college population that comprises 14 percent of the overall county population. This initiative also seeks to make the Virginia Room Collection's materials more accessible to researchers and patrons nationwide.

PROJECTED ETHNICITY SERVED (PERCENTAGE)

AFRICAN AMERICAN_5.9%_

ASIAN/PACIFIC ISLANDER_17.4%_

CAUCASIAN_59.6%_

HISPANIC_18.1%_

NATIVE-AMERICAN_0%_

MUTLI-RACIAL_9.2%_

OTHER*___

*EXPLAIN_____

_____

_____

GRADE LEVELS SERVED

N/A

COMMUNITY SUMMARY

GEOGRAPHIC CLASSIFICIATION (CHECK ALL THAT APPLY)

URBAN/METRO____

SUBURBAN__X__

RURAL____

EDUCATION ATTAINMENT OF PATRONS TO BE SERVED

In Fairfax City, 92.2% of the population above the age of 25 has attained a high school diploma or beyond; 60.1% of that population have also attained a bachelor's degree (United States Census Bureau, 2023a).

POVERTY RATE

Per the United States Census Bureau's 2023 statistics, 10.0% of the population of Fairfax City lives below the poverty line.

UNEMPLOYMENT RATE

As of April 2024, the unemployment rate in Fairfax City was 2.0% (FRED Economic Data, 2024).

LANGUAGE(S) SPOKEN OTHER THAN ENGLISH

According to a survey from the United States Census Bureau, 36.1% of Fairfax City's population speaks a language other than English (2022).

LIST THE LANGUAGES

Aside from English, 15.9% of the county's population speaks Spanish, 5.5% speak other Indo-European languages, 12.2% speak assorted Asian or Pacific Island languages, and 2.4% speak other languages (United States Census Bureau, 2022).

PROJECT DESIGN AND EVALUATION

YOUR COLLECTION

The City of Fairfax Regional Library's Virginia Room maintains a collection rich in regional history and genealogy, as well as local and state government information and legal resources (Fairfax County Public Libraries, n.d.-c.). In making even a small portion of collection available to the public digitally, the community is enabled connect with their genealogy and history, and it allows for the access of some of its most critical resources to those normally considered outside of the scope of the library's reach. The contents of the collection also contain important Civil War records, which can be made far more available for research and study through their digitization. The Virginia room is comprised of more than 54,000 total print materials, spanning newspapers to photographs to yearbooks and beyond. Among that count reside 90 microfilm newspapers, over 600 yearbooks, and well over 300,000 individual photos. About 2% of the collection in its totality has been digitized in PDF format at present. Though it

is still possible to search for many of these resources that have not been digitized online, viewing their contents is often only possible in person.

The local history materials, particularly those pertaining to Black history and the Civil War are among the most widely applicable, and therefore pose significant value as digitally archived material. Digitizing these portions of the collection would likely necessitate the usage of the entire 250 GB of cloud storage allotted by the Starter Plus grant. Those who are most likely to directly benefit from the digitization of this collection would be the high school and college student population of Fairfax city, comprising 14 percent of the overall county population, as well as historians and genealogists nationwide (United States Census Bureau, 2023-a). In its totality, the information contained within the Virginia Room collection is of incredible historical value and stands to benefit both local and nonlocal populations greatly if made widely available through digitization.

STATEMENT OF IMPACT

Digitizing the materials contained within this collection significantly broadens the scope of people that the collections materials are able to reach and promotes awareness of local and regional history. Due to the collection's range from pre-Civil War era materials to present day, the Virginia Room's materials offer patrons the opportunity to strengthen intergenerational ties with those that have shaped our region. By making parts of this collection digital, we can enable community members to more effectively connect with our region's rich and noteworthy role in the history of the United States. Receiving this grant will expand our staff's ability to make our materials readily available for patrons. Access to Preservica will also provide staff with a platform designed for the efficient curation of collections, enabling them to streamline the digitization process for these critical historical materials. Our staff is already trained to properly digitize materials and is currently looking to digitize portions of this collection, so this initiative will require little additional training and funding from the library.

Without this grant, we will continue our efforts to reach our community with this collection. It will not, however, be as effective as having a more public and unrestricted forum with which to connect members of our community and country to these substantial resources. If we do not find a way to digitize the valuable resources contained within the Virginia Room collection, there is continual risk for the materials to be destroyed. The Burke Library, another branch of the Fairfax County Public Library system, was victim to an arson incident that destroyed nearly the entire library, causing over $277,000 in just damage to its collections (Blum, 1993). Barring damage from severe incidents or disasters, archival materials are in a constant state of deterioration when being handled in the best of conditions. While it is important to have these materials available to our patrons in their original mediums, it is even more important to have the materials both accessible to them for use and protected from permanent damage or loss by digitizing critical or fragile items.

Staff will continue their endeavor to keep vital materials from the collection in decent condition and available for public access. As of now, we have only managed to digitize about 2% of the collection. Without Preservica's aid, our staff will have to continue to utilize a much less effective workflow and content management system (CMS) for the digitization process. With the digital age only continuing to expand, we must ensure that we rise to meet the changing needs of our patrons. This includes shifting our methods of curation and developing collections to meet patrons where they are at. As the Virginia Room's collection continues to expand its breadth of materials in order to keep up with current events, it is absolutely vital that the materials already present in the collection can be stored efficiently and effectively, even when physical space does not allow for such.

PROJECT DESIGN

This grant will be used to greatly improve the accessibility of critical Civil War and black history materials in the Virginia Room collection. Digitizing the materials in this collection will make them more easily available to the combined 1,174,455 people of Fairfax City and Fairfax County and extend the collection's reach beyond its usual scope (United States Census Bureau, 2023-a, 2023-b). By developing a condensed, curated collection of 500 critical materials contained within the Virginia Room's extensive archive, we will make its contents exponentially more accessible to our patrons and promote an increase in engagement with the significant regional history of our surrounding area. Research has shown that intergenerational connections play a critical role in ensuring societal progress, and that "increased age segregation over the human life course has led to more entrenched ageist stereotyping and reduced opportunities for different generations to learn from one another" (Nature Publishing Group, 2021). The Virginia Room's materials detail accounts of critical events in the history of the United States of America, as well as countless resources that have potential as social capital in connecting members of our community with the generations that came before. Making a small portion of these extensive materials available digitally will enable us to take the first step in breaking down generational divides, while also ensuring the preservation of these valuable resources. Of Fairfax City's 24,146 registered residents, 98.9% of households are recorded as having at least one computer (United States Census Bureau, 2023-a).

TIMELINE

June 25, 2024 – Starter Plus (SP) Grant applications accepted

December 25, 2024 – SP Grant recipients announced

January 6, 2025 – Follow up information from Preservica

January 20, 2025 – Library begins curation of condensed collection

February 3, 2025 – Begin online and in-person promotion of new digital collection

February 3- March 3, 2025 – Library digitizes and formats collection

March 4-14, 2025 – Website and portal testing and tuning

March 17, 2025 – Condensed collection becomes publicly available online

September 17, 2025 – 6-month follow up report using digital access metrics through Preservica

ASSESSMENT METHODS

Through the curation of a condensed digital collection of 500 of the Virginia Room's most critical materials, we will increase engagement with the collection by 50% across in person circulation and the digital archive. This will be tracked using a combination of Perservica's own digital analytics, as well as our own library's circulation analytics. In doing so, we will ensure the longevity of the Virginia Room's key materials through their digitization using the allotted 250 GB of cloud storage from the Starter Plus Grant.

MEASURBALE RESULTS - DEFINING SUCCESS

Goal 1 – Increase patron engagement with Virginia Room collection.

Objective – Utilize the readily accessible nature of Preservica to increase the overall engagement of patrons with the Virginia Room collection by 50%, both within the immediate community and beyond. By using Preservica's website metrics in conjunction with the library's circulation metrics, we will track engagement with the available materials and adjust them as needed.

Goal 2 – Catalog and identify key records contained within the Virginia Room collection.

Objective – Identify valuable records and documents related to the Civil War and African American history in the region that are contained within the Virginia Room collection. We will select 500 key materials from among the most frequently accessed for digitization in the condensed archive.

Goal 3 – Ensure the longevity of the Virginia Room's materials.

Objective – Digitize 250 GB of materials in order to ensure their preservation regardless of external environmental factors or handling.

Objective – Establish a reserve within the library's budget and through fundraising initiatives in order to continue usage of the Preservica service following the end of grant funding.

METHODOLOGY:

As almost all of the Virginia Room collection's materials are in various print forms, we have already begun to digitize some of the more fragile materials. We have primarily

accomplished this by scanning the materials into PDF form using our scanners and software dedicated to compiling them.

BUDGET

Budget Items	Expenditures	Grant Funding	Library Funding
Archivist (16 hrs training staff, digitization, collection curation)	1 employee		
Salary ($36.5/hr)	$5,480.00		$5,480.00
Benefits	$100.00		$100.00
Library Staff Time (16 hrs training, assisting with digitization, web design/tweaking)	2 employees		
Salary ($38/hr)	$6,080.00		$6,080.00
Benefits	$100.00		$100.00
Staff Salary Total	$17,940.00		$17,940.00
Promotional Materials	$200.00		$200.00
Total	**$18,140.00**		**$18,140.00**

2 weeks – Curation
1 month – Training/Digitization
2 weeks – Website Tuning
20 hrs/week -> 8 weeks =160 hrs
160 hours of work across 3 people totaling 480 hours of work

STAFFING:

- Archivist
    - Salary: $36.5/hr
    - Credentials: 15 years of archival experience, MLIS degree
    - Role: The resident archivist works intimately to curate and maintain the Virginia room collection and is currently acting as the head of the Virginia Room Digitization Initiative. They will be instrumental in selecting the materials in the condensed digital collection of the archive's materials. They will be responsible

for spearheading the digitization of the materials, as well as ensuring the other involved staff are properly trained in the digitization process.

- Librarian/Social Media Specialist
  - Salary: $38/hr
  - Credentials: MLIS degree, 5 years of librarianship experience, bachelor's degree in communications
  - Role: The social media specialist is responsible for the advertisement of the newly digitized collection. They will be organizing digital and physical promotional materials for the purpose of advertising the project and new digital collection. They will be trained in the digitization process in order to aid in the digitization of the archival materials as well.
- Librarian/Web Design Specialist
  - Salary: $38/hr
  - Credentials: 2 years of librarianship experience, 5 years of web design experience, MLIS degree, bachelor's degree in computer science
  - The web design specialist is responsible for having intimate knowledge of the Preservica portal's design and structuring the digital collection into an effective database. Their prior experience in web design is essential in making sure the site is accessible and effective for patron usage. They will also be trained in the digitization process in order to aid in the digitization of the archival materials.

SUSTAINABILITY:

The Fairfax County Public Library system is dedicated to promoting "freedom of access and expression through programming, community spaces, technology, and collections of educational and recreational resources" (Fairfax County Public Libraries, 2023-b). As such, we invest in initiatives that will have a lasting impact on our community's access to our collections and resources. The Preservica Plus grant will jump start the digital presence of the Virginia Room's significant materials and create lasting access to the information contained within them. After the grant's initial duration, we will seek to expand that presence with funding from the library's budget and external fundraising for the continuance of the project.

AUDITED FINANCIAL STATEMENTS OF INSTITUTION

I would obtain these statements from our financial or business manager or our library director. They are also publicly available in the IRS databases using our EIN number.

APPROVAL OF BOARD CHAIR OR EXECUTIVE OFFICER

EXECUTIVE DIRECTOR/OFFICER (NAME):

Jessica Hudson

APPROVING OFFICER/BOARD CHAIRPERSON (NAME):

Brian Engler, Chair

BOARD MEMBERS (LIST NAMES AND AFFILIATION. EXAMPLE: JOHN SMITH, ABC BANK.):

- Suzanne S. Levy, Vice Chair/City of Fairfax
- Sujatha Hampton, Dranesville District
- Parker Brugge, Hunter Mill District
- Keith Foxx, Franconia District
- Fran Millhouser, Mason District
- Gary G. Russell, Mount Vernon District
- Soo Park, Providence District
- Phillip Rosenthal, Springfield District
- Liz Walker, Sully District
- Kripa Patwardhan, At-Large
- Natalie Lorenzi, Fairfax County Public Schools

I CERTIFY ON BEHALF OF THE ORGANIZATION LISTED ABOVE THAT THE FORGOING IS TRUE.

I AGREE

ELECTRONIC SIGNATURE

Recoverable Signature

X

Jacob Muller
Librarian
Signed by: c11bd1da-abff-4a6e-bc4e-dbc43633001a

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