
“A Testbed of Civil War-Era Newspapers”

IMLS grant #LG-02-03-0082-03

Semi-annual report, October 2003-March 2004

Submitted by: James Rettig, PI
University Librarian
Boatwright Memorial Library
University of Richmond

The University of Richmond learned on September 23, 2003, that IMLS had chosen to fund its proposal, submitted in partnership with the Perseus Project of Tufts University. Work on the project began in earnest soon thereafter. This report covers the following:

1. Project personnel
2. Search to fill the grant-funded position
3. Local publicity of the grant and project
4. Project team meeting in Richmond
5. Additional communications among the project team
6. Selection of newspapers to digitize
7. Outcomes-based assessment
8. Project Web site
9. Project budget
10. Preparation and execution of subcontract with Tufts University
11. Equipment procurement
12. Testing of digitization vendors and cost estimating
13. Institutional repository strategy
14. Scholarly conference

Project personnel

Collectively the personnel working on this project bring to it a wide range of complementary experience and expertise. They are:

At the University of Richmond:

- James Rettig, University Librarian—Principal Investigator
- Rachel Frick, Head of Bibliographic Access Services—Responsible for day-to-day management of project operations
- A. Andrew Rouner—see “Search to fill the grant-funded position” section
- Dr. Robert C. Kenzer, Professor of History and American Studies
- James E. Gwin, Collections Librarian
- Leigh H. McDonald, Catalog Librarian
- Patricia A. Schoknecht, Director of the Teaching, Learning, and Technology Center
- Nancy K. Woodall, Head of Library Systems

At Tufts University:

- Dr. Gregory R. Crane, Professor of Classics and Winnick Family Chair in Technology and Entrepreneurship
- Lisa Marie Cerrato, Perseus Project Program Coordinator
- Anne Mahoney, post-doctoral Research Fellow at Perseus Project

In addition to those listed above, Timothy W. Edgell, Boatwright Memorial Library administrative assistant, provides logistical and coordinating support for the project. Personnel of the University of

Richmond's Office for Foundation, Corporate, and Government Relations provide guidance and support on fiscal matters and reporting procedures. Iria Jones, library accounts manager, provides support for fiscal matters.

Search to fill the grant-funded position

In October a position description was created for the grant-funded position and it was advertised in the online editions of *The Chronicle of Higher Education* and *College & Research Libraries News*. A search committee chaired by Rachel Frick was appointed. Several candidates were interviewed and in December the position was offered to A. Andrew Rouner. He accepted the position and will start on June 2, 2004, after completing duties in his current position. This timing dovetails nicely with the schedule for full-scale production of digital images.

Mr. Rouner is currently Project Manager for the Center on Religion and Democracy at the University of Virginia's Electronic Text Center. He has experience working with SGML, XML, TEI, and XSL. He is completing work on his dissertation at the University of Virginia for a doctorate in religious studies.

The position description for this position is appended to this report.

Local publicity of the grant and project

The University of Richmond's Communications office issued a press release to announce awarding of the grant. The press release was sent to all local print, radio, and television media. At least two radio stations picked up on the story; one of those conducted a brief interview with the project's PI.

Project team meeting in Richmond

On December 17 the Richmond project team and Greg Crane met at the University of Richmond. Dr. Kim A. Tryka of the Virginia Center for Digital History at the University of Virginia also participated in this meeting. At the start of that day Greg Crane explained how Perseus Project experience informs this project. Thereafter the group reviewed the scope of the project, discussed Prof. Kenzer's role, showed Greg Crane primary materials from the Civil War in the Boatwright Library special collections, reviewed the project schedule and responsibilities of the various parties, and discussed the areas in which the team at Richmond can learn from the Team at Tufts and vice versa.

Additional communications within the project team

Each month the University of Richmond project team confers by telephone with Greg Crane to review progress and discuss pertinent issues. Jim Rettig prepares an agenda for each of these calls. After each call he prepares a summary of this discussion and distributes this to the project team's members.

In addition to these conference calls, e-mail exchanges occur as needed.

In December Rachel Frick and Nancy Woodall visited the Virginia Center for Digital History at the University of Virginia to confer with Kim Tryka about production issues in digitization projects.

Selection of newspapers to digitize

Prof. Kenzer has conferred with other Civil War historians to assess the value to scholars of various Richmond and Philadelphia Civil War era newspapers. Based on these discussions, he has concluded that we should digitize the following:

- *Richmond Dispatch*
- *Philadelphia Public Ledger*
- William Lloyd Garrison's *The Liberator* (Boston)

Identification of supplementary materials for digitization

Prof. Kenzer and Jim Gwin have worked together to identify items in the Boatwright Library collections that can enrich and complement the newspapers' contents. Two lists—one for Richmond resources and the other for Philadelphia resources are appended to this report. Work is underway to determine which are in the public domain and which will require rights permissions. Each of these lists is appended to this report.

Outcomes-based assessment

Jim Rettig and Rachel Frick attended an IMLS-sponsored two-day workshop on outcomes-based assessment. This workshop was held in Washington, DC, January 29 and 30, 2004. Jim Rettig had the good fortune a week later to participate in a similar one-day workshop in Atlanta. The Atlanta workshop, sponsored by the Associated Colleges of the South, focused on assessment measures for information fluency programs. The ACS workshop helpfully reinforced lessons from the IMLS workshop.

Follow-up with the project team to define outcomes for the project and measures of those outcomes is underway.

Project Web site

Personnel at the University of Richmond have begun work on a Web site to make information about the project and its products available to the public at large. When this is ready to go live we will send the URL to Martha Crawley at IMLS for inclusion in the appropriate section of the IMLS Web site. A work-in-progress version is currently available through <http://oncampus.richmond.edu/is/library/digital/>.

Project budget

Natolyn L Quash, director of grants and special funds accounting, analyzed the proposal and the award document and prepared a budget showing the sources of funding (IMLS, University of Richmond, Tufts University) for each of the two years of the project.

Jim Rettig, Rachel Frick, and Iria Jones have met with Ms. Quash to review fiscal procedures and controls to assure that the grant funds are used appropriately for their intended purposes.

Preparation and execution of subcontract with Tufts University

Diana Vincelli, associate director of the University of Richmond's Office for Foundation, Corporate, and Government Relations, prepared a subcontract and sent this to Greg Crane at Tufts University. This subcontract has been signed by the appropriate official at Tufts and returned to the University of Richmond.

Equipment procurement

Nancy Woodall has begun to establish specifications for equipment (e.g., PC, scanner) that Mr. Rouner will need to do his work. Procurement and installation of this equipment will be completed by the end of May. Purchase of this equipment is part of the University of Richmond's match contribution for the project budget.

Testing of digitization vendors and cost estimating

The University of Richmond purchased a sample microfilm reel of each of the three newspapers. In December these were sent to ByteManagers (<http://www.bytemanagers.com>) for creation of test digital images and automatic metadata generation. Price estimates were delivered with the images. The newspapers offer several challenges for creation of a clear image and for OCR. Because the microfilm images were produced from bound copies of the papers, the column near the gutter did not reproduce well in the microfilm. Thus one column on the digital images made from these microfilm images lacks clarity and completeness. Because the type is small and densely set, each page averages 45,000 characters, a number much higher than in modern newspapers.

Based on ByteManagers estimates, the cost of creating images of all pages in all three papers, do OCR, clean up the OCR, and do TEI lite tagging would exceed our budget of approximately \$130,000 for these processes. One way to match size of project to extend of budget might be to digitize one full issue of the *Richmond Dispatch* from each week and selectively digitize articles from the remaining issues of a week. The basis for this is that, even though it was a daily newspaper, much of the content of the paper remained static over the course of each week.

We are also investigating the cost of using double re-keying or single re-keying in addition to OCR.

After the microfilm reels were returned by ByteManagers they were sent to Digital Divide (<http://www.digitaldividedata.com/>) for the same digitization and metadata production processes and cost estimating. Digital Divide has not yet delivered images or a cost estimate.

The University of Richmond has placed an order for the remaining reels of microfilm of the three newspapers for the years 1859-1864. Because acquisition of the newspapers is not included in the project budget, this cost (approximately \$5,260) is being absorbed by the Boatwright Library budget.

Institutional repository strategy

Nancy Woodall and others have been weighing options for an institutional repository strategy for the University of Richmond. The project team has identified roles the repository should accommodate. In addition to providing a home to the newspaper project's output, the repository should be available as a stable host for worthy independent Civil War Web sites such as *The City Intelligencer, or Stranger's Guide* (<http://www.mdgorman.com/1862%20Directory.pdf>), a directory of Richmond government offices, government officials, hospitals, hotels and other miscellaneous establishments. The repository should also, of course, serve the University of Richmond's faculty and students as a secure, permanent repository for their work.

To obtain expert advice on the state of repository systems and the factors to consider in selecting a system, a team from the University of Richmond visited Johns Hopkins University on March 18, 2004. The team consisted of:

- Nancy Woodall
- Rachel Frick
- Clovis Khoury, Data Center Manager and Senior System Administrator
- Michael Redwine, Academic Technology Consultant

At Johns Hopkins they met with:

- Sayeed Choudhury, Associate Director of Digital Programs
- Timothy DiLauro, Deputy Director, Digital Knowledge Center
- Michael Droettboom, Scholarly Publishing Specialist, Digital Knowledge Center
- Mark Patton, Systems Administrator/Programmer, Digital Knowledge Center

The Richmond team is currently evaluating the information gathered and will soon recommend a repository strategy for the University of Richmond.

Communication with other IMLS newspaper projects

The University of Richmond organized a conference call on March 15, 2004 so that managers of the IMLS newspaper projects in Colorado, Utah, and Richmond could get acquainted and identify similarities and differences among the projects. Richard Urban (University of Denver), Brenda Bailey Hainer (State Library of Colorado), John Herbert (University of Utah), and Kenning Arlitsch (University of Utah) took part in the call. The group concluded that the discussion was worthwhile and that regularly scheduled conference calls would be beneficial. To facilitate communication among the projects Brenda Bailey Hainer volunteered to establish a listserv™. Outcomes-based assessment was identified as a topic for discussion in a future call.

Scholarly conference

Prof. Kenzer is planning a conference to be held at the University of Richmond in the fall of 2004. The purpose of the conference will be to obtain advice of scholars and other stakeholders on how to assure that the results of the project will be relevant and useful. Because the project budget does not include funding for such a conference we assume that most participants will come from within a relatively small geographic radius. It is, therefore, propitious that Virginia abounds in Civil War scholars and others with a keen interest in Civil War documents. The University of Richmond will underwrite costs of this conference.



Title of Position: Digital Resources Librarian

Department: Bibliographic Access Services

Reports to: Day to day operations - Head of Bibliographic Access Services
Regularly scheduled project updates – Library Director

Work Schedule: 12 months – 38 ¾ hours per week

Summary of Responsibilities:

Responsible for overall coordination of scanning and markup of source materials with colleagues at Tufts University and Virginia Center for Digital History

Essential Duties and Responsibilities:

- Perform XML tagging, assignment of metadata, and data cleanup
- Authority list maintenance
- Web page design and implementation
- Testing and quality assurance of processes and procedures, and end results.
- Other duties as assigned by the Head of Bibliographic Access Services, and/or grant project Principle Investigators

Qualifications:

- Knowledge of digital library technologies, standards, and best practices with and emphasis on OAI compliant Dublin Core and TEI p4
- Working knowledge of library cataloging and metadata tagging procedures
- Working knowledge of XML, including DTD's and schemas
- Familiarity with standard library cataloging tools:
 - LC Subject headings
 - AACRII
 - MARC format for bibliographic data and authority data
 - OCLC Bibliographic Formats and Standards
- Familiarity with Microsoft Office, HTML and XML editing programs

Educational and Other Skills Required:

- Master's of Library Science degree from a program accredited by the American Library Association or an advanced degree in a relevant subject area
- Three (3) years of increasing professional responsibility in relevant position(s)

- Leadership skills demonstrated by success in relevant, complex project management
- Strong organizational and time management skills
- Ability to work independently as well as collaboratively with a wide variety of personnel
- Ability to write reports, business correspondence, and procedure manuals along with effectively present information and respond to questions from groups of managers, clients, customers, and the general public

Preferred Skills and Knowledge:

- Proficiency in database design, programming, and maintenance as well as knowledge of and skills in information architecture and quality control preferred
- General knowledge of archival practices and general interest of Civil War subject matter preferred

POTENTIAL SOURCES FOR CIVIL WAR RICHMOND

Public Records and Reports:

Bailey, James H., ed. *Henrico Home Front, 1861-65: Selections from the Minute Book of the Henrico County Court*. Richmond: Whittet & Shepperson, 1963.

KFV 2916.H4 B3x

Manarin, Louis H., ed. *Richmond at War: Minutes of the City Council, 1861-65*. Chapel Hill: University of North Carolina Press, 1966.

JS13.R5e 3 copies

Contemporary Sources and Reminiscences:

Beers, Mrs. Fannie A. *Memoirs: A Record of Personal Experience and Adventure during Four Years of War*. Philadelphia: J.B. Lippincott Co., 1888.

“The Bread Riots in Richmond: Letter of Hal Tutwiler, April 3, 1863, *Virginia Magazine of History and Biography*. LXXI (1963), p. 203.

Clayton-Copton, Virginia. *A Belle of the Fifties: Memoirs of Mrs. Clay ... in Washington and the South, 1853-1866*. Edited by Ada Sterlin. New York: Doubleday, Page & Company, 1904.

Daniel, Frederick S., ed. *The Richmond Examiner during the War; of the Writings of John M. Daniel with a Memoir of His Life*. New York: Frederick S. Daniel, 1868.

E487.D18.1979

DeLeon, T. C. *Four Years in Rebel Capitals: An Inside View of Life in the Southern Confederacy from Birth to Death. Mobile, Alabama*. The Gossip Printing Company, 1890.

E487.D34 2 copies

Dowdey, Clifford, ed. *The Wartime Papers of R. E. Lee*. Boston: Little, Brown and Company, 1961.

E470.L49 2 copies

Ely, Alfred. *Journal of Alfred Ely, a Prisoner of War in Richmond*. Edited by Charles Lanman. New York: D. Appleton and Company, 1862.

E612.L7.1862

Harris, Lt. William C. *Prison-Life in The Tobacco Warehouse at Richmond*. Philadelphia: George W. Childs, 1862.

E612.L7.H3

<http://wwwmmdgorman.com/Prison%Life.htm>

Jeffery, William H. *Richmond Prisons, 1861-62*, St. Johnsbury, Vermont: Republican Press, 1893.

E612.L7.J4 2 copies

Jones, J. B. *A Rebel War Clerk's Diary at the Confederate States Capital*. Philadelphia: J. B. Lippincott and Company, 1866.

E487.J733

Kent, Mrs. E. C. *Four Years in Secessia: A Narrative of a Residence at The South previous to and during the Southern Rebellion up to November, 1863, When the Writer Escaped from Richmond*. Buffalo: Franklin Printing House, 1865.

McGuire, Judith W. *Diary of a Southern Refugee During the Civil War*. New York: E J. Hale and Son, 1867.

E605.M466.1995 (hard and electric copy available)

Merrell, William Howard. *Five Months in Rebelldom; or, Notes from the Diary of a Bull Run Prisoner at Richmond*. Rochester: Adams and Dabney, 1862.

Pollard, Edward A. *The First Year of the War*. Richmond: West and Johnston, 1862.

E487.P766

Putnam, Sallie B. *Richmond During the War: Four Years of Personal Observation*. New York: G.W. Carleton, 1867.

E487.P98.1961

Wiley, Bell I., ed. *A Southern Woman's Story: Life in Confederate Richmond by Phoebe Yates Pember*. Jackson, Tennessee: McCowat-Mercer Press, 1959.

E625.P39. 1959

Younger, Edward, ed. *Inside the Confederate Government: The Diary of Robert Garlick Kean*. New York: Oxford University Press, 1957.

E487.K4

Stranger's Guide to Richmond, 1862.

<http://www.mdgorman.com/1862%20Directory.pdf>

Stranger's Guide to Richmond, 1863.

<http://www.mdgorman.com/1863%20Richmond%20Directory.htm>

Richmond Business Directory, 1860.

<http://www.mdgorman.com/1860%20Business%20Directory.htm>

The Richmond city directory, 1866 [microform]: containing a business directory, of all the persons engaged in business, classified according to the business, and a city register, containing much useful information, William J. Divine & Co.

POTENTIAL SOURCES FOR CIVIL WAR PHILADELPHIA

Public Records:

Philadelphia (Pa.). Mayor. *Annual report of ... mayor of Philadelphia containing the reports of the various departments ...*. Van Pelt Library: JS13 .P4, 1858-1861, 1863-1864, 1866, 1869-1871

Philadelphia. Councils. Select Council. *Journal of the Select Council of the City of Philadelphia*. Philadelphia. [Van Pelt Library: JS13 .P4ct], 1835/1836-1919

Philadelphia. Councils. Common council. *Journal of the Common Council of the City of Philadelphia*. Philadelphia : Wm. H. Sickels, Printer, [Van Pelt Library: JS13 .P4cs], 1835/1836-1919.

The Annual Reports of the City Controller exhibiting the Receipts and Expenditures of the City of Philadelphia for the year 1861. Philadelphia, 1862.

Report of the City Bounty Fund Commission (1865)

Economic Records:

Blodget's *Manufactures of Philadelphia. Census of 1860*. Philadelphia, 1861.

Edwin T. Freedley, *Philadelphia and its Manufactures*. Philadelphia, 1867.

The Annual Reports of the Philadelphia Board of Trade

Annual Reports of the Corn Association of Philadelphia (ninth report in 1863)

Fincher's Trades' Review—a Phil. Labor leader's publication

Diaries, Correspondence, Organizations, and Contemporary Works:

Rabbi David Phillipson, ed., *Letters of Rebecca Gratz*. Philadelphia, 1929.

Wister, Fanny Kemble, "Sarah Butler Wister's Civil War Diary," *Pennsylvania Magazine of History and Biography* 102 (July 1978).

Collins, Isaac and John Powell, *A List of Some of the Benevolent Institutions of the City of Philadelphia* (Philadelphia, 1859)

Report of the Commission ...for the Relief of Families of Philadelphia Volunteers. Philadelphia, 1865

Pierpont, Linus Brockett and Mary C. Vaughan, *Women's Work in the Civil War: A Record of Heroism, Patriots and Patience*. Philadelphia, 1867.

Soldiers' Reading Room, First and Second Annual Reports. Philadelphia, 1863, 1864.

"*The Rich Men of Philadelphia*" – *Income Tax of the Residents of Philadelphia and Bucks County for the Year Ending April 30, 1865*. Philadelphia, 1865.

Wainwright, Nicholas B., ed. "Education of an Artist: The Diary of Joseph Boggs Beale, 1856-1862," *Pennsylvania Magazine of History and Biography* 97 (October 1973).

McElroy's Philadelphia, Pennsylvania City & Business Directory for 1859. Philadelphia: Edward C. & John Biddle. Same reference for 1860, 1861, 1862.

McElroy's Philadelphia, Pennsylvania City Directory for 1863. Philadelphia: E.C. & J. Biddle & Co. & A. McElroy & Co., 1863. Same reference for 1864.

Nicholas B. Wainwright, ed. *A Philadelphia Perspective: The Diary of Sidney George Fisher*. Philadelphia, 1967.

The Stranger's Guide to Philadelphia. (Philadelphia, 1864.

Edwin T. Freedley, *Philadelphia and Its Manufacturers*, Philadelphia, 1857.

Simpson, Henry, *Lives of Eminent Philadelphians*, Philadelphia, 1859.

Simon, James K. *Biographies of Successful Philadelphia Merchants. 1864*

Wainwright, Nicholas. *Philadelphia in the romantic age of lithography: an illustrated history of early lithography in Philadelphia, with a descriptive list of Philadelphia scenes made by Philadelphia lithographers before 1866*. Philadelphia: Historical Society of Pennsylvania, 1958. [Van Pelt Reference: NE 2311 .P5 W3]

Important Later Historical Works:

Scharf, J. Thomas and Thompson Wescott, *History of Philadelphia, 1609-1884*. Philadelphia: L.H. Everts, 1884. E158.3 S4

Taylor, Frank H. *Philadelphia in the Civil War, 1861-1865*. Philadelphia, 1913.

Oberholtzer, Ellis Paxson. *Philadelphia: A History of the City and its People*. Philadelphia, 1912.

Russell F. Weigley, ed., *Philadelphia: A 300 Year History*. E158.2 .P5664 1982