

## CIVIL WAR 150 LEGACY PROJECT

2010–2015

*“Every city and county in the Commonwealth could be asked to search anew for letters, diaries, and other writings. A major boon to history and historians would result....” James I. Robertson, Jr.*

The Library of Virginia (LVA) proposes a three-part, six-year program focused on preserving the private documentary heritage of the Commonwealth by locating Civil War–era materials currently in private hands, scanning them, and suggesting possible repositories for permanent retention of original materials.

Based on the Library’s experience and recent acquisitions, many original manuscript items concerning the Civil War are still privately held. These range from single letters to diaries and substantial collections of correspondence between soldiers and family at home. In our dealings with auction houses and manuscript dealers, the Library of Virginia makes a point of collecting materials, as funding permits, from or to Virginia soldiers, Confederate soldiers stationed in Virginia, and Union soldiers fighting in Virginia, when there is substantial comment on geography, population, troop movements, engagements, etc. Based on our experiences, there are obviously many more items widely dispersed in private hands. These first-hand accounts, often in fragile or deteriorating condition, are carefully guarded treasures that many families are reluctant to relinquish. The Library believes that it is important to target these materials and to preserve the intellectual and historical content.

The Library proposes a partnership with the Civil War Commission to locate original manuscript material still in private hands in Virginia, to digitally scan single items or entire collections of manuscripts, to assist citizens in selecting an appropriate repository for preservation of original materials if they choose, and to provide digital access to the materials collected across the Commonwealth through the Commission’s website (<http://www.virginiacivilwar.org/>). The digital collection assembled during the sesquicentennial would become an enduring product of the Commission to be available after 2015 through the Library of Virginia website. The proposed partnership meets several of the Commission’s goals, but most especially the goals to develop programs to ensure that the sesquicentennial commemoration of the American Civil War results in a positive legacy and long-term public benefit.

The program would be developed as follows:

- (1) The Virginia Civil War Sesquicentennial Commission (Civil War 150) launches an advertising campaign to educate the public about the intrinsic and historical value of Civil War materials. In addition to using the Commission’s Internet site, traditional media, particularly print, radio and television, would be used. The marketing campaign would include information about the types of materials solicited and their potential value for exhibition and research purposes. A toll-free number and website address to Civil War 150 would be provided.

(2) Citizens holding collections and considering donating them would be given information about choosing an appropriate placement for historical materials, using criteria developed by the American Association of Museums and the Society of American Archivists. Links to lists of historical societies in the Commonwealth, meeting the criteria, will be provided through the Commission's website. For an example, see the information included on the Library of Virginia website (<http://www.lva.lib.va.us/whoware/directories/vhs/index.htm>) concerning other local and regional institutions.

(3) Limited scanning capabilities will be a part of the program and will be available at various local repositories, using the Library's existing network of contacts with public libraries and local historical societies. This is to accommodate small collections or individual items that might otherwise not be available or obtained for research purposes. The digital documents will be available on the Virginia Civil War Sesquicentennial Commission website. After 2015, the final version of the site will become part of the archival records of the Commission and be available through the Library's website.

A result of the program would be a significant increase in Civil War-related materials moving from private hands to museums and archives in Virginia, allowing valuable resources to be preserved and made accessible for both current and future generations. A lasting element of the program is the archival preservation of the Commission's website with the digital images collected during the project.

### **PHASE ONE (2010–2012)**

2010. The Library recommends a full-time project coordinator for the duration of the project. The position would be a restricted position housed at the Library and paid by the Commission. The first step for the coordinator will involve developing a presence for the project on the Commission's website and advertising the project, including preparation of flyers advertising the goals of the Commission. The Library will offer advice in the compilation of pamphlets to assist in conservation of collections and creation of criteria for approved institutions, as well as a list of accredited institutions considered suitable to house donated collections. The coordinator will begin development of a schedule for local visits.

2011. The Library recommends a full-time processing archivist for the duration of the project. This position requires a combination of technical and professional skills including working knowledge of digital scanning equipment, an understanding of quality control requirements for digital images, and comprehensive knowledge of metadata creation and cataloging skills for archival records. In addition, this position will work with local institutions and finalize a schedule for visiting local repositories. Visits will begin after being advertised and there will be information available to encourage donations of Civil War manuscripts to repositories.

Scanning capabilities will be available on-site at the local repositories for duplication of individual items and small collections, especially targeting individuals who

are not presently willing to donate their collections. Scanning of larger collections will take place at the Library of Virginia or through a private vendor meeting standards established by the Library.

Cataloguing and description of these items will be completed by the Library before images of the items are placed on the website.

2012. Visits to local repositories will continue, as will local scanning opportunities.

Digital images are made accessible through the Commission website. Interesting or unusual items will be featured in media releases.

## **PHASE TWO (2013–2015)**

2013. Based on the response to the scanning and locality visits, additional funding may be sought for continuation of the project.

Taking advantage of the expertise of the Library's Publications and Educational Services Division, the Library will pursue a two-year grant from the Virginia Foundation for the Humanities for a series of educational programs featuring noted scholars focusing on new perspectives on the war gained from materials scanned for the project. Programming will emphasize topics identified by current Standards of Learning.

2014. The project continues with local visits, scanning, cataloging and additions to the website and public programming, emphasizing new insights gained from the work of the project.

2015. The Virginia Civil War Centennial Commission will cease to exist as of 30 June 2015. The final Commission website will be captured as part of the LVA records management program and continuing access provided through the LVA website as part of the archiving of the Virginia Civil War Sesquicentennial Commission records.

## **STAFFING**

Staff dedicated to this project are essential to the accomplishment of the stated goals. While the Library can provide assistance through consultation, its current staffing levels and workload do not permit adjustments of staff responsibilities to meet the requirements of this project. Authorization and funding for two positions are recommended in order to ensure both continued progress throughout the project and the technical skill sets necessary to provide quality control and competent cataloging.

### **Project Coordinator** (restricted position housed at the Library of Virginia)

- Advertise the goals of the commission.
- Create flyers and public announcements.
- Attend meetings and conferences appropriate to the goals of the commission.
- In association with LVA, compile lists of acceptable attributes for repositories and institutions meeting these requirements.

- Coordinate visits to localities through local historical societies, libraries, etc.
- Create a schedule of visits to promote scanning activities.
- Address issues relating to donation of original material and residual rights to electronic images.
- Coordinate activities to promote goals of commission and work with LVA to advertise accomplishments of commission.
- Coordinate with LVA to promote website with SOL requirements.

**Processing Archivist** (restricted position housed at the Library of Virginia)

- Visit localities and work with local organizations regarding their local archival holdings.
- Scan items at localities.
- Provide quality control for scanned images.
- Create metadata to allow scans to be mounted.
- Catalogue scanned records.

**BUDGET**

**Staffing - \$444,032**

2010/11	2011/12	2012/13	2013/14	2014/15
59,500	121,976	125,026	128,151	131,355

Staff Salary: \$59,500/position (including benefits), allowing for annual 2.5 % increase each year of program. Staffing requires an increase of two positions in the Library of Virginia maximum employment level (MEL), one position for 2010 and two for the remainder of the project.

**Equipment - \$100,400**

2010/11	2011/12	2012/13	2013/14	2014/15
400	50,000	-	50,000	-

Two scanners for use by the processing archivist at local sites are acquired during the first year of the project (2010/11). Scanned images require large amounts of server space. The budget provides for the purchase of servers to reside at the Library of Virginia—to be purchased in the second and fourth year of the project. Purchase of the second server could be moved up or deleted entirely depending on the response to the project. Commission staff will seek in-kind donations of equipment from corporate partners.

**Administration – \$121,000**

2010/11	2011/12	2012/13	2013/14	2014/15
32,000	25,000	25,000	25,000	14,000

The largest expense in this category represents estimated travel by staff to 120 localities, using standard state travel mileage, lodging and M&IE reimbursement rates (\$89,232). This figure represents two visits by staff to each of the 120 localities in the Commonwealth. Other expenses include website development and publication design and production (largest expense at the beginning of the program), website maintenance, advertising of local events, office supplies, and venue rental in localities.

**Total project costs - \$665,432**

11/20/2007