

GRANT 2009-10



HRAB
LOCAL RECORDS
PRESERVATION
GRANT APPLICATION
Submission Deadline: January 31, 2009

ADAH Use Only
Application #: 2009-02
Award #: _____

Agency/Entity Applying: Florence-Lauderdale Public Library

Federal Employee Identification (FEIN) Number: [REDACTED]

Project Director:

Name/Title: Rhonda Haygood / Project Manager E-Mail Address: rhaygood@flpl.lib.al.us

Address: 350 North Wood Avenue Telephone No.: 256-764-6564 ext.32

City/State/Zip: Florence, Alabama 35630 Fax No.: 256-764-6629

Description of Grant Project:

Title of Project: Recording and Transcribing Oral History Interviews

Starting Date: April 1, 2009 Ending Date: September 30, 2009

Summary Description of Project (use only space provided; form has space later for project narrative):

The Recording and Transcribing Oral History Interviews Project will involve digitally recording interviews with Shoals area citizens, transcribing the interviews, and posting the resulting products on our Digital Archive website.

Funding Required for Project:

Grant Funds: 3,000 Local Funds: 3,000 Total Cost: 6,000

CERTIFICATION OF AUTHORIZATION

To the best of my knowledge and belief, all information on this form and in the narrative is accurate and complete. The document has been duly authorized by the applicant's governing body, and the applicant will comply with all terms and conditions of the grant if funds are awarded.

Signature of Authorizing Individual: Nancy Sanford

Name/Title of Authorizing Individual: Director/NANCY SANFORD Date: 1/20/09

Send the completed form (including narrative) to:

Government Records Division
Alabama Department of Archives and History
P.O. Box 300100
Montgomery, AL 36130-0100

Or submit form by fax to (334)353-4321, or by e-mail (as a PDF attachment) to: records@archives.alabama.gov. Questions? Contact Tom Turley or Tracy Berezansky at (334)242-4452.

BUDGET FORM

Salaries and Wages: List names/titles of all project staff, volunteers, and consultants; their payment during the project; and the source of the payment (grant or local funding).

Name/Title	Grant Funds	Local Funds	Total
Rhonda Haygood - Project Manager		135 hrs x \$10/hr 1,350	1,350
Patti Hannah - Assistant Project Manager		135 hrs x \$10/hr 1,350	1,350
Jonathan Sims - IT Manager		30 hrs x \$10/hr 300	300
"Student Worker" - part-time	325 hrs x \$8/hr 2,600	- 0 -	2,600
Subtotals:	2,600	3,000	5,600

Equipment, Supplies, Materials: List equipment, supplies, and materials to be purchased for the project. Include specifications and vendor price quotations with application. (See attached)

Item	Grant Funds	Local Funds	Total
Olympus - Digital Voice Recorder WS-331M	155	- 0 -	155
MAM-A Gold Archive - Grade D-R #40110 - 25 pack	50	- 0 -	50
Philips - Ear-dip Headphones SHS37D/27	20	- 0 -	20
Subtotals:	225	- 0 -	225

Services: List costs of any vendor-provided services or activities not shown under other budget categories.

Item	Grant Funds	Local Funds	Total
Subtotals:	- 0 -	- 0 -	- 0 -

Travel: If travel is part of the project, list anticipated number of trips, number of people participating, and estimated cost. Include per diem, room and board, and travel reimbursement rates, as applicable.

Item	Grant Funds	Local Funds	Total
Gasoline allowance: 10 interviews x 30 miles each x .585	175	- 0 -	175
Subtotals:	175	- 0 -	175

SUMMARY BUDGET:

Add subtotal lines to obtain summary budget figures. (All projects require a 50% cost-share of the total project budget from the grant recipient. Cost-sharing can be either cash or in-kind contributions.)

	Grant Funds	Local Funds	Total
Salaries and Wages	2,600	3,000	5,600
Equipment, Supplies, Materials	225	-0-	225
Services	-0-	-0-	-0-
Travel	175	-0-	175
TOTAL GRANT COST:	3,000	3,000	6,000

Financial Administrator of Grant:

This person is responsible for actual financial administration of the grant, for ensuring compliance with its terms and conditions, and for preparing financial documentation and reports.

Name/Title: Rhonda Haygood / Project Manager E-Mail Address: rhaygood@flpl.lib.al.us

Address: 350 North Wood Avenue Telephone No.: 256-764-6564 ext. 32

City/State/Zip: Florence, Alabama 35630 Fax No: 256-764-6629

GRANT APPLICATION NARRATIVE

Review the instructions in the application guidelines before completing this section. The narrative should be no longer than five (5) double-spaced, typewritten pages (8½ x 11" paper) and should be attached to this application form.

If you have any questions about the application process or need assistance during your grant project, please contact Tom Turley, Local Government Records Archivist, or Tracey Berezansky, HRAB Deputy Coordinator, at:

Government Records Division
Alabama Department of Archives and History
P.O. Box 300100
Montgomery, AL 36130-0100

Telephone: (334)353-4607 (Tom) or (334)353-4604 (Tracey)

Fax: (334)353-4321

E-mail: Tom.Turley@archives.alabama.gov

Tracey.Berezansky@archives.alabama.gov

HRAB website: <http://archives.alabama.gov/hrb/hrbmainpage.htm>

Submission deadline: January 31, 2009



NO INTEREST FOR 18 MONTHS STOREWIDE all brands, all services, all purchases \$499 and up. [Learn more >](#)



Olympus - Digital Voice Recorder and Music Player
Model: WS-331M | SKU: 8383625

Customer Reviews: **4.8** Read reviews (5)

Shipping: Usually leaves our warehouse in 1 business day
Estimate Arrival Time

Our Price: \$154.99

Store Pickup: Check Stores

Financing:
Great Financing Offer

[Overview](#) [Specifications](#)

[Customer Reviews](#)

Customer Reviews & Ratings

Overall Rating
★★★★★ 4.8

[Read reviews \(5\)](#)
[Write a review](#)

[Share this Product](#)

Need Help?

Call 1-888-BEST BUY or have us call you now.

This recorder makes it easy to remember what happened in meetings and classes because its adjustable microphone preserves clear, crisp sound you can easily upload to your PC. When it's time for fun, listen to your favorite music files.

Product Features

- Voice-operated recording activates the recorder only when audible sound is present, conserving memory and eliminating soundless passages
- Serves as a USB storage device with 2GB internal flash memory; connects easily to a computer
- Up to 555 hours (LP mode) of recording time or 500 songs (4 minutes with 128 Kbps per song) in LP mode; 6 recording modes: HQ mode for high-quality sound and LP and SP modes for extended recording; STXQ, STHQ and STSP stereo recording modes
- Records in standard WMA format; plays music files in MP3 and WMA formats
- Plays recordings in fast and slow playback modes (50% faster or 50% slower than real time); repeat playback lets you repeatedly listen to a portion of the file being played
- Easy file management lets you move, erase and lock audio files; locking a file keeps important data from accidentally getting erased
- Insert index marks to identify and quickly retrieve important sound bites
- 5 folders hold up to 199 messages each
- Built-in microphone with adjustable sensitivity
- WOW XT audio technology provides rich bass and 3D stereo sound during music playback
- Backlit full-dot LCD
- Direct PC link plugs directly into the USB port on most computers
- Up to 21 hours continuous operation with 1 AAA battery (included)
- Includes stereo earphone, 1 AAA battery, instruction



- Products
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- Thermal Media
- Digital Audio
- Accessories
- Closeouts!
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Dye-Wall Street Journal
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- [Not all CD-Rs Created equal](#)-Photo Marketing
- [Costco exclusively offers Gold for Photo](#)
- ["Data Rot"-USA Today](#)
- [Drive Compatblity](#)
- ["Finding the best CD-Rs"](#)

Gold Archive CD-R with no logo in jewel case, 25 pack, 74 min



The MAM-A Gold Archive-Grade CD-R is MAM-A's highest performance recordable disc, providing longevity and durability far in excess of conventional CD-R. Every MAM-A Gold Archive-Grade disc uses robust Gold-on-Gold construction to provide the maximum resistance to environmental degradation. Long-term applications such as backfile conversion, e-mail archiving, and storage of classified correspondence can benefit from the Gold CD-R's strict quality control, 24 karat gold reflective layer and patented Phthalocyanine dye formula which offers storage life well in excess of 300 years.

The Archive-Grade CD-R was developed in response to user concerns about the viability of conventional CD-R media. Consumer grade discs frequently select dyes and reflective materials to achieve the lowest possible unit cost rather than the highest possible performance. These compromises are reasonable accommodations in the consumer market but they do not take into account the requirements of long-term archive applications and may be susceptible to rapid deterioration when subjected to heat, light, or humidity. The MAM-A Gold Archive-Grade CD-R is optimized for long life and provides demonstrably superior longevity and resistance to environmental degradation compared to conventional CD-R media.

What's the difference between Standard MAM Gold and Archive Gold?

They are both produced on the same production lines, but the Archive gold is the "cream of the crop." We always sample from production to test quality, and sometimes the quality is exceptionally high (of course it's always within our specifications). At these times we pull the gold product, sampling it at a high frequency to ensure it's consistent high quality. This is what becomes Archive gold.

MAM-A Part# 40110

Availability: Usually ships the same business day.

MAM40110-25 \$50.75

MAM-A OnLine Store will make every effort to ship orders for in-stock items placed by 2:30 PM (EST, Mon-Fri) the same business day. Orders placed after 2:30 PM or on the week-end will ship the next business day. We regret that we cannot ship to locations outside the USA.

(C) MAM-A Inc. 366-670-2368



Gear Up for the Super Bowl with an HDTV from Samsung! [SHOP NOW](#)



Philips - Ear Clip Headphones - Black/Silver/Pink

Model: SHS3701/27 | SKU: 8743381

Customer Reviews: 3.2 [Read reviews \(9\)](#)

Shipping: Usually leaves our warehouse in 1 business day
Estimate Arrival Time

Our Price: \$19.99

Store Pickup: Check Stores

Financing:

Great Financing Offer

[Overview](#) [Specifications](#) [Customer Reviews](#)

Customer Reviews & Ratings

Overall Rating

3.2

[Read reviews \(9\)](#)

[Write a review](#)

Share this Product:

Need Help?

Call 1-888-BEST BUY or have us call you now.

[Click to talk](#)

Showcase your style while you rock out with these ear clip headphones that feature interchangeable caps for a customized look.

Product Features

- Over-ear design with contoured ear clips for a secure fit
- 27mm driver; neodymium magnet
- Mylar dome diaphragm and copper voice coil
- Bass beat vents allow for improved airflow, creating more crisp sound
- Asymmetrical cable ensures the cable is out of the way while wearing
- 3 sets of interchangeable caps in black, silver and pink for a customized look
- 3.5mm 24K gold-plated stereo plug
- Frequency response: 12Hz - 22kHz
- Sensitivity: 102dB
- Impedance: 32 ohms

Product images, including color, may differ from actual product appearance.

Need help? We're available 24/7 at 1-888-BEST BUY (1-888-237-8289)

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Florence-Lauderdale Public Library Grant Application Narrative

In an effort to preserve the rich and unique culture of our local area, the Florence-Lauderdale Public Library has established a digital archive using historical photos that depict businesses, industries, buildings, and people from the early years of the City of Florence and the surrounding area. We plan to enhance our archive by including oral history recordings from residents who have stories to tell. Our senior citizens are priceless resources for historical accounts of various aspects of life in our area; if we miss the chance to record and preserve these stories now, they will be lost to future generations forever. An important part of the publication of oral histories is an accurate written transcription, which is a labor intensive, time consuming endeavor. Unfortunately, our potential for recording, transcribing, and uploading is restricted by a lack of staff time and equipment, which results in missed opportunities for obtaining interviews and hampers timely efforts to preserve and document thorough, accurate records.

This grant would provide additional staff and equipment for the oral history section of the Digital Archive, thus helping to boost the efficiency of our current efforts by allowing for more recordings and more complete and precise documentation. Our plan for this project includes hiring a student or students, on a part-time basis, from the University of North Alabama's History Department to conduct oral history interviews and to transcribe those and previously recorded interviews. The students will be trained through the study of oral history instruction manuals as well as through 'tutoring' by staff members who have participated in conducting

Florence-Lauderdale Public Library Grant Application Narrative

oral history interviews. We have 7 interviews ready to be transcribed and 3 residents waiting to be scheduled for an interview. We plan to conduct and process approximately 10 interviews with the funds provided by this grant. Our project will encompass the planned grant cycle with a starting date of April 1, 2009 and an ending date of September 30, 2009. During April, we will hire and train our UNA students, identify the interviewees who are ready to participate in our project and schedule two interviews for May. May's schedule will be filled with the recording, transcribing, and processing of our first two interviews. At the end of May, the Archive staff will evaluate all aspects of the project and make any adjustments necessary. Three more interviews will be scheduled, recorded and processed in June, with another evaluation of the project performed at the end of the month. Depending on the completion rate of the previous interviews, we hope to conduct another three interviews in July, with another evaluation at the end of the month to determine if further interviews are feasible for August. If the project is progressing on schedule, the final two interviews will be recorded and processed in August. During September, loose ends will be tied up, the Archive staff will evaluate the success of the project to determine the prospect for future oral history projects, and the final report will be written and submitted.

The library is actively seeking participants for our Oral History project. In 2007, we performed resource analysis for archives in the Shoals area as part of the Heritage Preservation Study which was funded by the Music Preservation Society. As a part of this project, our library staff and volunteers conducted interviews for the Music Preservation Society's "River Stories" project. Contacts made during these studies led us to additional individuals we hope to include

Florence-Lauderdale Public Library Grant Application Narrative

in our oral history project. We will not, however, limit ourselves to the sources made available to us through this project. We plan to utilize all of the library's connections in the community, including acquaintances of employees and patrons, to ensure that the archive represents the wide range of voices in the Shoals. We are anxious to tap into these valuable resources as soon as possible.

Our goal for the Digital Archive is to include these oral histories on the website as part of our participation in the "Year of Alabama Small Towns and Downtowns" in 2010. We will focus our interviews on stories that tell about everyday life in our local area during its earlier years. Topics include business practices, what church life was like, how the residents entertained themselves, descriptions of day-to-day activities at home and at school, along with other fascinating tales our residents hold in their memories and their hearts. The oral histories will be an integral part of the Digital Archive, enhancing our still images with the stories that can bring them to life.

Our project will involve several steps. Library staff will locate and contact residents who are willing to be interviewed for the archive. For each interview, questions relevant to the participant's life will be written by the archive staff and the interviewer, and appointments made at a time and place which will be most convenient for the interviewee. See the attached example of our oral history questions and the copy of the release form our participants will sign

Florence-Lauderdale Public Library
Grant Application Narrative

to give us permission to use their interviews. The interviews will be recorded by the student workers and/or library staff using a digital recorder provided by the library. Upon completion of the interviews, library staff members will transfer the recordings onto a computer for inclusion in the Florence-Lauderdale Public Library Digital Archive and Alabama Mosaic. The recordings will be saved to three CDs, one to be stored at the library for preservation purposes, one to give to the oral history participant, and a third for use during the transcription process. The preservation copies will be saved on archival quality CDs; the transcription copies will be saved on non-archival CDs. The student workers will be assigned the task of transcribing the recordings. Once all of these steps have been completed, a draft of the transcription will be sent to the participant for editing and approval. When the transcription is finalized, a copy of the CD and written transcription, along with a thank you note, will be mailed to the participant. The oral interview will be uploaded onto the Digital Archive website for presentation to anyone interested in learning about our area.

The money from this grant would allow us to move forward with our archive more quickly. It would help us to take full advantage of valuable opportunities and to offer a thorough presentation of this heritage by providing an accurate transcription of the stories that are digitized.

Oral History Interview Questions

When and where were you born?

Describe your parents and siblings.

Were your parents born in this area or did they move here?

Describe the house/apartment where you grew up.

What kind of relationship did you have with your neighbors? Were you close?

What kind of chores or responsibilities did you have as a child/teenager?

Describe how you washed dishes, clothes, etc.

What kind of pets did you have?

What did you do for fun? Describe some of the games you played as a child.

Did you or your friends have a bicycle?

Where did you attend school?

How did you get to and from school?

What was your school building like?

How many students were in a classroom?

What kind of dress code did you have for school?

What was your favorite subject?

Did you attend high school or college?

What was your family's opinion of higher education?

Was religion an important part of your life? If so, describe your church services, activities, etc.

Describe the downtown area of the Shoals as you remember it from when you were a child/teenager.

Where were the most popular places to shop?

How often did you get to go shopping?

What special events do you remember attending in the downtown area?

Were there parades, community get-togethers or political rallies downtown?

What were your favorite songs or music? Were there special songs or stories passed down through your family?

How did your family celebrate Christmas, birthdays, etc.

What sort of illnesses did your generation experience and how were they treated?

Describe weather events you experienced, such as flooding, heavy snow, tornadoes.

What did you want to be when you grew up? What influenced you?

Describe your job/career.

How did people 'date' when you were growing up?

When and where did you get married?

Describe what it was like when you got your first car.

Did you travel? Where did you go and how did you get there?

Did you/your spouse serve in the military? Which branch & where did you/they serve?

What was home life like for you during the war (WWI, WWII, Korean, etc.)

Describe how rationing affected your family.

Did you always have electricity? Can you describe what it was like for you when you first got electricity in your house?

Describe your first phone and how you used it.

Florence-Lauderdale Public Library Digital Archive
Release Form

I, _____, am a participant in the Florence-Lauderdale Public Library Digital Archive Project, (hereinafter "project"). I understand that the purpose of the project is to collect audio and/or video recordings and selected related documentary materials (such as photographs, manuscripts, journals, etc.) to be digitized and the resulting materials deposited in the permanent collections of the Florence-Lauderdale Public Library. The digitized documentary materials may be used for scholarly, educational, and other purposes. I understand that the Florence-Lauderdale Public Library plans to retain the product of my participation as part of its permanent collection and that the materials may be used for exhibition, publication, presentation on the World Wide Web and successor technologies, and for promotion of the institution and its activities in any medium.

I hereby grant to the Florence-Lauderdale Public Library ownership of the digitized materials created and the right to use the property that is the product of my participation (for example, my interview, performance, photographs, and written materials) as stated above. By giving permission, I understand that I do not give up any copyright or performance rights that I may hold on the original materials.

I also grant to Florence-Lauderdale Public Library my absolute and irrevocable consent for any photograph(s) provided by me or taken of me in the course of my participation in the project to be used, published, and copied by the Florence-Lauderdale Public Library and its assignees in any medium.

I agree that the Florence-Lauderdale Public Library may use my name, video or photographic image or likeness, statements, performance, and voice reproduction, or other sound effects without further approval on my part.

ACCEPTED AND AGREED

Signature-
Interviewee _____ Date _____

Printed name _____

Address _____

Telephone () _____ - _____ Fax () _____ - _____

Email _____

Signature-Interviewer _____ Date _____

