Community Preservation Act Committee- Proposal Request Form for FY 2020

Project Title: ___Data Migration to CollectiveAccess at the Jones Library_____

CPA funding category: Check all that apply

	Community Housing
	Open Space
x	Historic Preservation
	Recreation

Amount of CPA Funds Requested: $__$22,760.00_____

Submitting Entity: _____Amherst Historical Society and Museum_____

Contact Person: ____Georgia Barnhill_____

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Please complete this form in its entirety and include the following in your proposal.

Overview of Proposal: Please describe your project and your feasibility analysis

We have worked over the last several years to transfer paper collection records into an ExceL spreadsheet as an initial step toward providing a comprehensive catalog within the museum and public online access to this information. We have approximately 5000 records and 2000 digital images ready to migrate to a user friendly online accessible database. To accomplish this goal, we have chosen CollectiveAccess, an open source, state-of-the-art collections management system that is standardized, offers access to multiple descriptive vocabulary systems, and is "goof-proof" for novice catalogers. It is robust for the full range of collections housed in our history museum collection, including (but not limited to) objects, tools, artwork, photographs, ephemera, diaries, letters, archival collections, textiles, household implements and more. We are going to use a version customized for a collaborative Connecticut Collections project. This system incorporates all the features of the CollectiveAccess platform and customized tools identified by Connecticut project. It has been tested with field use and modified as needed since 2015. Diane Lee, Collection Manager for the Fairfield Museum and History Center notes that she is "pleased with the way the system runs, the intuitiveness of it, and how easy it is to do both archival/manuscript materials and the 'traditional' museum collections as well." Our consulting curator worked on the Connecticut pilot project and has been integral to both developing this version of CollectiveAccess and the AHS collection spreadsheet.

A variety of institutions, museums and archives use CollectiveAccess to create, manage, and maintain all sorts of projects. CollectiveAccess is open-source collections management and presentation software designed for museums, archives, and special collections. As it is highly flexible and easily customized, libraries, non-profits, private collectors, artist studios, performing arts organizations, and other groups around the world are using it. At its core, CollectiveAccess is a relational database that enables complex cataloging, powerful searching and browsing leading to nuanced web-based collection discovery. CollectiveAccess is a collaboration between Whirl-i-Gig, a New York-based development team, and partner institutions in North America and Europe with projects on five continents. The Special Collections Department at the Jones Library and the Pelham Historical Society both are using CollectiveAccess to manage collections. The Jones Library will allow the Historical Society to mount its database on their server.

Describe how your request meets the CPA criteria:
The database has been built up over several years by work-study students from Hampshire Collect
under the supervision of Marianne Curling. This work has been supported by CPA funding. This is the
final step in making information about approximately 5,000 objects available to the public.
Accumulating information is meaningless without sharing it. Photographing objects is ongoing and
they will be attached to the records.

1. Description of funding needed, including:

    a. Documentation of cost estimates, budget
    The budget has been developed through consultation with Whirl-i-Gig. Costs include setting up the database
    system, setting up the public interface, migrating the data from an Excel Spreadsheet Format. The budget
    also includes the initial hosting of the database on Whirl-i-Gig's server with technical support. Full budget and
    timeline is attached.

    b. Other sources of funding, e.g., grants, self-funding, fund-raising
    One of the Hampshire College work-study students, Mel Jordon, will work on the project beginning in
    the fall of 2019. Mel is interested in a career in small museums/historical societies. This would be her
    senior project. Board president George Naughton is also interested in working on this project in some
    capacity since he had experience at UMass in adapting software. Ongoing costs to maintain the
    database will be the responsibility of the Historical Society.

    c. Timeline on how CPA funds would be spent, including over multiple years
    Given that work on the database will take some time, we anticipate this to be a
    two-year project. After one year, the information should be ready for transfer to
    the Jones Library server for use by researchers and staff in both collections.

2. Urgency of the Project, if any.
There is no real urgency; we just need to get this accomplished.

3. Estimated timeline from receipt of funds to Project completion.
Work will begin as soon as funds are released and it should continue for at least a year. Steps are as follows:
Set up the database system
Set up public interface
Migrate the data to Whirl-i-Gig's server
Migrate the data to Jones Library server

4. Acquisition or preservation of threatened resources.
Not applicable.

5. Population(s) to be served by the Project.
This information will become available not just to residents of Amherst but also to interested people through their
own computers via the Internet.

6. How will the CPA investment in your property, facility or project be maintained over time?
The Historical Society will maintain the database in cooperation with the Jones Library. Since both collections will
be accessed by the same system, there will be no charge to the Historical Society which will appreciate this
contribution to its work.

7. Which relevant Town committees and/or commissions are you working with?
Historical Commission and Jones Library staff

8. Other information regarding the Project deemed necessary for CPAC.
The Pelham Historical Society's collection website suggests what the Amherst Historical Society's website will
look like. Many of the PHS objects have photographs; each has an identification or accession number, a
description of the object, and information on the provenance, if known.

The database can contain the following types of information on each object: ID number, number of objects in a collection of identical materials, dimensions, material, technique, any inscriptions (miscellaneous tool marks, signatures, etc.), additional parts attached to the object.

CollectiveAccess Partial Field List

Object identifer	Title	Alternate Title	Other identifiers	Date	Curatorial description	
A unique alphanumeric identifer for this object. Equivalent to accession number.			Previous #, other #, etc.	Date created, date accepted, date collected, earliest/latest dates, date published	An account of the resource	
Curatorial description	**Public access description**	**Related entities**	**Credit line**	**Exhibition label**	**Notes**	
An account of the resource	More general, user-friendly description	Individuals or organizations				
Inscription	**Signature**	**Dimensions**	**Count**	**Accessory**	**Material**	**Medium Technique**
Text or marks on object		Height, width, depth, length, weight, diameter, circumference		Additional parts		
Insurance value	**Date of appraisal**	**Appraised by**	**Appraisal amount**	**Reason**	**Notes**	**Price**
Provenance	**Ownership**	**Rights**	**Rights holder**	**Copyright statement**	**Notes**	
Detailed history of past ownership of object.	Individual names					
Condition notes	**Examined by**	**Date examined**	**Condition rating**	**More**		
			Excellent, Good, Fair, Unstable, Poor			
Legacy Nomenclature	**Getty Art and Architecture Thesaurus**	**Getty Union List of Artist Names**	**Getty Thesaurus of Geographic Names**	**Library of Congress Subject Headings**	**Library of Congress Name Authority**	**Library of Congress Thesaurus of Graphic Materials**
	http://www.getty.edu/research/tools/vocabularies/aat/	http://www.getty.edu/research/tools/vocabularies/ulan/	http://www.getty.edu/research/tools/vocabularies/tgn/	id.loc.gov/authorities/subjects	http://id.loc.gov/authorities/names.html	https://www.loc.gov/rr/print/tgm1/
Media file	**Storage location**	**Location notes**	**Object status**	**Deaccession status**		
File name			Accessioned, conservation lab, for consideration, missing, offsite, on exhibit, on loan, pending accession, to deaccession			

	CollectiveAccess Implementation			
	September 2019			
1.	Set up the database system	Whirl-i-Gig 4 hours @ $125.00/hour	$	500.00
2.	Migrate data [5000 entries/2000 digital images]	Whirl-i-Gig 32 hours @ $125/hour	$	4,000.00
	AHS Consulting Curator for data migration	16 hours @ $75/hour	$	1,200.00
	AHS Consulting Curator for data access lists with Jones Library [create coordinated relationship for the two databases]	16 hours @ $75/hour	$	1,200.00
3.	Begin 18 month Whirl-i-Gig hosting agreement	Whirl-i-Gig @ $185/month	$	185.00
	October 2019			
1.	Working CollectiveAccess system on the Whirl-i-Gig server with Data			
	AHS Consulting Curator for data functionality	16 hours @ $75/hour	$	1,200.00
2.	Whirl-i-Gig hosting agreement continues		$	185.00
3.	Whirl-i-Gig Front end [public interface] set-up begins	Whirl-i-Gig 12 hours @ $125/hour	$	1,500.00
	AHS Consulting Curator for public interface set-up	8 hours @ $75/hour	$	600.00
	November 2019			
1.	Whirl-i-Gig Front end [public interface] set-up continues	Whirl-i-Gig 12 hours @ $125/hour	$	1,500.00
	AHS Consulting Curator for public interface set-up	8 hours @ $75/hour	$	600.00
2.	Whirl-i-Gig hosting agreement continues	Whirl-i-Gig @ $185/month	$	185.00
3.	AHS Consulting Curator begins training sessions for students and volunteers on using CollectiveAccess	8 hours @ $75/hour	$	600.00
	December 2019			
1.	Whirl-i-Gig Front end [public interface] set-up completes	Whirl-i-Gig 12 hours @ $125/hour	$	1,500.00
	AHS Consulting Curator for public interface set-up	8 hours @ $75/hour	$	600.00
2.	Whirl-i-Gig hosting agreement continues	Whirl-i-Gig @ $185/month	$	185.00
	January - May 2020			

	Beginning in January, CollectiveAccess will be available on the AHS website and the focus will turn to working with the Jones Library Special Collections staff on collection intersections and adding to collection records for robust public information.		
1.	During these 5 months, we will host 3 training sessions for volunteers to introduce the public to the online database. We will use these sessions to create a coterie of associates to assist us in enhancing the information we have available.		
	AHS Consulting Curator for volunteer training sessions.	16 hours @ $75/hour	$ 1,200.00
2.	We will continue to work with the Jones Library on how best to integrate the two databases for maximum public access benefit.		
	AHS Consulting Curator for collection integrations with the Jones Library.	16 hours @ $75/hour	$ 1,200.00
3.	Whirl-i-Gig hosting agreement continues	Whirl-i-Gig @ $185/month	$ 925.00
	June - December 2020		
1.	Whirl-i-Gig hosting agreement continues	Whirl-i-Gig @ $185/month	$ 1,295.00
2.	We will continue to work with the Jones Library on how best to integrate the two databases for maximum public access benefit ending with the two CollectiveAccess databases available from the Jones Library server.		
	AHS Consulting Curator for collection integrations with the Jones Library.	32 hours @ $75/hour	$ 2,400.00
		Total Project Cost	**$ 22,760.00**
	Whirl-i-Gig Detail		
	Set up the database system	Whirl-i-Gig 4 hours @ $125.00/hour	$ 500.00
	Migrate data [5000 entries/2000 digital images]	Whirl-i-Gig 32 hours @ $125/hour	$ 4,000.00
	Begin 16 month Whirl-i-Gig hosting agreement	Whirl-i-Gig @ $185/month	$ 2,960.00
	Whirl-i-Gig Front end [public interface] set-up begins	Whirl-i-Gig 36 hours @ $125/hour	$ 4,500.00
			$ 11,960.00
	AHS Consulting Curator for data migration, access lists, functionality, interface set up, staff and volunteer training, and the coordinated relationship with the Jones Library for September 2019-December 2020	144 hours @ $75/hour	**$ 10,800.00**