



PRESERVATION ASSISTANCE GRANTS FOR SMALLER INSTITUTIONS



Grant Proposal

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Major Paper/Project

Introductory Paragraph

We will likely never know exactly why the Hopi Archivist, Stewart Koyiyumptewa, did not respond to our interest in collaborating with him. Not working with the Hopi Tribe's audiovisual collection was a disappointment, but we have managed to find a worthwhile project at the Braun Research Library at the Southwest Museum of the American Indian. The library needs help preserving its small moving image collection and we approached the archivist, Liza Posas, with a proposal to apply for a National Endowment for the Humanities Preservation Assistance Grant for Smaller Institutions. This NEH grant is appropriate in size for the needs of the collection and would cover essential costs, such as rehousing the collection in proper containers. Due to our late start in the quarter, our project is in its earliest stages; with more time we could have been much more ambitious and, perhaps, tackled much of the preservation work ourselves.

Project Abstract

The Audiovisual collection at the Braun Research Library consists of 304 films, audio recordings, and videotapes that focus on a variety of subjects related to Native American heritage. These materials were recorded between 1936 and 1999. The works in the collection depict subjects such as Chumash Cave Paintings and the construction of spearheads and tools using the same methods as Native Americans from the pre-historic era. The funds obtained from this grant would support rehousing all of the audiovisual materials into archival storage containers, the purchase of additional storage furniture, and the hiring of an audiovisual conservator to assess the collection and make recommendations for preservation. After the collection has been assessed, any materials not in need of preservation would be available to the many scholars and researchers who visit the Braun Research Library to study the history and culture of the Native Americans of North America. Once the project has been completed, the Braun Research Library plans on obtaining a separate grant to fund the preservation of its materials.

A. What Activities would the grant support?

State the specific activity or activities that the grant would support and the goals of the proposed project.

A preservation grant from the National Endowment of the Humanities would support three activities to preserve the Braun Library's moving image collection. With the funds our institution would:

- Rehouse the collection in proper archival-quality containers
- Purchase additional archival furniture
- Hire a preservation consultant.

Most of the items in the Braun's audiovisual collection lack proper containers. This includes materials stored in aging metal film cans and items that lack any sort of container whatsoever. Though rehousing the collection in proper, non-reactive polypropylene containers will not prevent all forms of degradation, it will protect items from exposure to damaging environmental factors such as dust.

In order to better care for its moving image collection, the Braun must acquire additional horizontal shelving. The current shelving is inadequate for the needs of the collection; some of it might even prove damaging if left unaddressed. In particular, some of the films are stored vertically on a rack, which can cause warping over time as the films are exposed to gravity. Those items stored on horizontal shelving are overcrowded, making it difficult to access them and assess their condition.

The Braun's moving image collection has been subject to benign neglect because the staff at the library is not trained in moving image preservation or inspection. Hiring a consultant to fully assess the collection and make further recommendations will ensure its long-term survival. Finding an appropriate individual to conduct the assessment should not be difficult or expensive due to the library's location in Los Angeles. Numerous individuals in the region possess the knowledge necessary for the assessment. Drawing from this pool of people will eliminate costs such as housing and long distance transportation.

B. What are the content and size of the humanities collections that are the focus of the project?

Describe the collections that are the focus of the project, emphasizing their significance to the humanities (keeping in mind that projects funded by NEH should promote public confidence that taxpayer funds in support of the humanities are well spent). The description should be at least one page long.

- *Identify the categories of materials and indicate, where pertinent, the date ranges, quantities, and intellectual content.*
- *Highlight specific examples of important items in the collections.*

98	16mm film prints
12	magnetic soundtracks
111	VHS videocassette tapes
8	open reel 1-inch videotapes
7	U-matic videocassette tapes

The audiovisual collection at the Braun Research Library includes 304 recordings across numerous formats. Within the collection the following items exist:

In addition to the items listed above, the Braun Research Library possesses 33 unidentified or duplicate items.

Many of the items in the collection are particularly at risk due to their current state of decay. A preliminary condition survey revealed that nearly 75% of the 16mm film prints in the collection already show signs of degradation and vinegar syndrome (meaning the film base is decaying and giving off a vinegar-smelling odor). In addition, the twelve magnetic soundtracks in the

collection have started to become crystallized and are nearing a point where they will become unplayable unless action is taken to re-house and preserve them. Finally, eight works exist on obsolete formats, open reel 1-inch videotape and U-matic videotape. For the content on these tapes to remain watchable, it is recommended that the tapes be transferred to a more viable medium.

While the proposed grant funding will not provide for the transferring or physical preservation of the materials, it will provide for greater identification of the materials. Such identification can help in formulating a concrete preservation plan. A preservation consultant can be brought in to assess more clearly the content of each item in addition to its physical state. The determinations of the consultation can help to inform what the Braun Library might decide to preserve for the future.

Because the Braun Library lacks playback equipment to view much of its moving image holdings, staff can only speculate as to the collection's content. Some of the films suffer from extensive deterioration and as a result have shrunk to a point of being unplayable under normal circumstances, but might possess helpful research content.

Many of the videotapes – including those on obsolete formats – seem to contain illuminating information such as totem artist Tony Hunt performing demonstrations of how totem poles are created. A short film called HOPIIT from 1981 attempts to explain the evolution of Hopi culture across multiple physical and cultural landscapes.

Within the collections exist documentaries produced by the tribes themselves and others produced by outside cultures. Taken together, these films create an interesting juxtaposition for study. They illustrate a counter-history of the development of the Western United States – an alternative perspective that often refutes the narrative of white American patriarchy. For research purposes, such materials might be useful in constructing alternate accounts of the Oregon Trail and of the expansion into the American West.

Much of the moving image content seems to coalesce around Native American dances and craft making. One 8mm color film documents Navajo healing ceremonies, but is so brittle that it cannot be run through a projector.

A handful of the VHS tapes are likely unique items. Some of them document the activities of the Southwest Museum's founder, Charlie Lummis. In addition, much of the video content documents the early history of the Southwest Museum, which merged with the Autry National Center of the American West in 2002. When examined alongside paper materials, these videotapes will help to solidify the Southwest Museum's history and confirm it as an effective place to conduct research.

These materials will also diversify the collections currently available for research at the Braun, increasing the library's capacity to provide access to films in addition to paper materials -- making it a fuller institution.

C. How are these humanities collections used?

Explain in detail the use of the collections on which the project focuses and provide evidence of how the collections are or might be used in scholarly publications, educational activities, exhibitions, or media programming.

The Braun Library works under the mission of the larger Autry Center to provide access to relevant materials related to the people and cultures of the American West. The library encourages the use of their unique materials by scholars and researchers.

Having audiovisual materials in addition to rare paper based materials will encourage greater use of the collections. Audio and video collections have the potential to assist researchers by buttressing their findings within the paper collections and opening new lines of inquiry altogether.

The larger moving image collection at the Braun, once made usable for researchers, has the potential to facilitate a new and necessary kind of learning. Little is written or codified about how Native American audiovisual materials should be used by scholars. By conserving and attempting to make available these collections, and taking into account cultural sensitivities, the Braun has the potential to make a contribution to how Tribal moving images are integrated into various tribal cultures and into academia.

D. What is the Nature and Mission of Your Institution?

Describe the mission of the institution and discuss specific budget or staffing considerations that characterize it as a small or mid-sized institution. Demonstrate your institutional commitment to making your collection accessible for education, research, and public programming in the humanities, as evidenced by the following information:

- *the number of full-time, part-time, and volunteer staff*
- *the number of days per year on which the institution is open to the public*
- *the size of the institutional or departmental budget.*

The Braun Library houses the research collection of the Southwest Museum of the American Indian. Noted anthropologist Charles Lummis founded the museum itself in 1907. However, the Braun Library was not created until 1977 when the research collection outgrew its original space at the museum campus. In 2002 both the museum and the library merged with the Autry National Center of the American West.

The library's large and wide ranging collection supports the activities of the museum by providing access to a wealth of materials to researchers. The collection includes approximately 50,000 books and serials, 2,000 sound recordings, 3,000 maps, 147,000 photographs, 3,000 works of art on paper, and 700 manuscript collections.

The Southwest Museum contains the second largest collection of Native American artifacts in the United States, but the Braun Library represents a small fraction of the museum's budget. The annual budget for the library is only about \$60,000 and employs only one full time professional archivist who also serves as the head librarian. One paraprofessional librarian contributes twelve hours per week and seven volunteers donate a total of 24 hours of their time per week. The library is open for research appointments four days a week for a total of 193 days per year. The library also offers fellowships to encourage researchers to spend time working with the collections and to assist researchers who may not otherwise be able to access the collections for financial reasons.

E. Has your institution ever had a preservation or conservation assessment or consultation?

If yes, provide the date of the assessment, the name(s) of the assessor(s), and, if applicable, explain how any previous assessments or consultations relate to or support the proposed project activity.

No, the Braun Research Library has not had a preservation consultation relating to its moving images.

F. What is the importance of this project to your institution?

Discuss how this project fits into the institution's overall preservation needs or plans. Describe the current condition of collections and the environment in which they are stored. Explain how the proposed activities build on previous preservation efforts and how the project fits into future preservation plans. In addition, explain how the project would increase your institution's ability to improve collection care beyond the period of the grant. For projects involving preservation assessments or consultations, explain how the findings will be disseminated within your institution.

The audiovisual collection of the Braun Research Library differs from other collections in that the library has not undertaken preservation efforts for it. Unlike the library's other materials, the audiovisual collection has been largely ignored until recently. Because of this neglect, the Braun Research Library is making the audiovisual collection its top preservation priority.

In the fall of 2012, Susan Etheridge, a student in the Moving Image Archive Studies Program at the University of California, Los Angeles conducted a preliminary condition survey of the collection. Prior to this survey, the collection had not been inspected in any manner. Ms. Etheridge was unable to conduct an in depth survey due to the lack of requisite inspection equipment, such as split reels for film at the library. However, Ms. Etheridge was able to identify several challenges that the audiovisual collection faces, namely the lack of proper archival housing. In fact, some of the materials/elements in the collection are not housed at all and are subject to unreparable damage such as scratches and tears, as well as being subject to dirt and dust. In addition, the unhoused elements are also at risk of acid migration from shelving since there is no barrier between the wood shelves and the film. The film elements that are housed are in containers are not archival grade, and thus they are subject to outgas containment which exacerbates the deterioration of film exponentially. It is of utmost importance that all film elements be placed on archival cores and rehoused in archival containers as soon as possible.

The preliminary inspection of the Braun Research Library's audiovisual collection rated the films on a scale of 1-5. If film elements were in excellent condition with little or no deterioration, they received the rating of '1.' The rating of '5' applied to film elements that were in an advanced state of deterioration and potentially suffering from significant shrinkage. The elements that were rated the highest should take precedence for preservation over items rated lowest.

G. What are the names and qualifications of the consultant(s) and staff involved in the project?

Using short paragraphs, provide the name(s) and qualifications of the consultant(s) selected for the project, as well as the names and relevant experiences of the participating staff. Identify the staff member(s) who will attend the training and state their positions and responsibilities.

Liza Posas, the Head Librarian and Archivist of the Braun Research Library, will coordinate the purchase of archival storage containers for the films, the hiring of the audiovisual preservation consultant, and the administration of the grant. In addition, Ms. Pozas will also catalog the materials and write finding aids describing them. Ms. Posas has been working with the Braun Research Library and its parent institution the Autry National Center since 2003.

Because the audiovisual collection is of such a small size, there is only the need to hire one consultant to assess it. John Doe will serve as the Audiovisual Preservation Consultant for this project. Mr. Doe graduated in 2008 with a Master of Arts from the L. Jeffrey Selznick School of Film Preservation at the George Eastman House. He has worked as a consultant for numerous libraries and archives including the University of North Carolina's Latin American Film Library, the Archives of the Montana Film Heritage Society, and most recently as the University of Brilliance's Film Archives.

H. What is the plan of work for the project?

Outline the steps of the project, the sequence in which they will occur, the amount of time they will take, and indicate who is responsible for which activities.

The following page lists the schedule for the project, which will take place over the course of two weeks. Once this project is completed, the report detailing preservation recommendations will be used by the Braun Research Library to develop a long term preservation plan for its audiovisual materials.

Project Step	Person responsible for activity
<u>Week 1</u>	
Place order for shelving and archival housing/containers	Liza Pozas
Arrangement for the placement of shelving	Liza Pozas
Detailed assessment of Audiovisual Collection begins	John Doe
<u>Week 2</u>	
Shelving and archival containers arrive. Construction and placement of shelving	Liza Pozas and John Doe
Rehousing of audiovisual materials into archival containers	John Doe
Placing of audiovisual materials onto new shelves	Liza Pozas and John Doe
Detailed assessment of Audiovisual Collection Completed	John Doe
Cataloging of Collections/Writing Finding Aids (<i>this will continue beyond Week 2</i>)	Liza Pozas
Report detailing recommendations for preservation	John Doe

Budget

On the following page is a table outlining the costs associated with hiring an Audiovisual Preservation Consultant; purchasing storage furniture, Tuscan archival film containers and cores, adapter plugs for Super 8mm film, and Gaylord VHS containers. The U-matic tapes are all housed in proper containers, and there is no need to purchase containers for them. Because no archival housing exists for rehousing 1-inch video tape, acid free archival boxes from Hollinger Metal Edge that fit multiple 10 inch phonographs in a container were chosen as a substitute. The Tuscan Corporation has a minimum order for each of their products, and it is noted in the tables where the minimum order exceeded the number of containers needed. Also, Tuscan Corporation shipping charges could not be accurately factored into these costs as they do not provide the customer with shipping prices until 24 hours after an order is placed. Therefore, the price of shipping for the Tuscan containers is an estimate.

The total cost of hiring an Audiovisual Preservation Consultant, purchasing storage furniture and archival containers, is \$5990.42.

2014 NEH Preservation Assistance Grant Budget for the Braun Research Library

Audiovisual Preservation Consultant

Name of Consultant: John Doe

<i>Consultant Fees</i>	<i># of Days on Project</i>	<i>Daily Rate</i>	<i>Total</i>
	10	\$199.50	\$1995.00
<i>Travel Expenses for Consultant</i>	<i>Miles travelled</i>	<i>Mileage Rate</i>	<i>Total</i>
Automobile Travel from Burbank, CA. to Braun Research Library	320	\$0.565	\$180.80
Total Costs for Consultant			\$2175.80

Furniture and Archival Containers

<i>Name and Size</i>	<i>Quantity</i>	<i>Unit Price</i>	<i>Cost</i>
Uline Industrial Steel Shelving, 48 x 12 x 75". Model # H-3842. 80lbs	2	\$171.00	\$342.00
Shipping and Handling for Steel Shelving	1	\$83.62	\$83.62
16MM 2000ft (minimum order required)	24	\$6.15	\$147.60
16MM 400ft	125	\$1.99	\$248.75
16mm Film Core (minimum order required)	200	\$0.45	\$90.00
Polystyrene 8mm Film Reel & Can Set 200ft (minimum order required)	48	\$2.60	\$124.80
8mm Adapter Plugs (minimum order required)	100	\$0.26	\$26.00
Shipping and Handling for Film Containers and Adapter Plugs	1		\$85.00
Sleeveless Dust Free Video Case 8H x 4 3/4W x 1 1/8"D Clear (VHS)	120	\$2.99	\$358.80
Shipping and Handling for Video Cases (VHS)	1		\$32.38
Hollinger Metal Edge Phonograph Rec. Stg. Box. Cat# PDT10. (Archival Boxes for 1-inch videotape).	8	\$19.70	\$157.60
Shipping and Handling for 1-inch Phonograph Box	1		\$16.03
		Subtotal	\$1712.58
		CA State Tax	6.25%
			\$107.04
Furniture/Shipping Container Total			\$1819.62
Budget Total			\$5990.42

Conclusion

The Braun Research Library's Audiovisual collection has the potential to enhance the opportunities for researchers studying Native American heritage. Unfortunately, due to benign neglect, researchers have been unable to access the collection's rich materials for fear of causing irrevocable damage. Although the Braun is part of the larger Autry Center, its allotted budget is not large enough to undertake a preservation effort for its audiovisual materials.

The funds obtained from the National Endowment for the Humanities "Preservation Assistance Grants for Smaller Institutions" would support the rehousing of all of the Audiovisual materials into archival storage containers, the purchase of additional storage furniture, and the hiring of an Audiovisual Preservation consultant to assess the collection and make recommendations for preservation. T

his aspect of the project will take place over the course of two weeks. Liza Pozas, the Head Librarian and Archivist at the Braun, will catalog the materials in addition to writing finding aids describing them. Ms. Pozas will continue to do so after the two week period of the project has ended. After Audiovisual Preservation consultant has assessed the collection and written recommendations for preservation, as well as rehoused the collection's materials, any items not in need of preservation will be available to the many scholars and researchers who visit the Braun. Finally, after this project has finished, the Braun Research Library will focus on obtaining a separate grant to fund the future preservation of its materials.

