



NATIONAL ARCHIVES

NATIONAL HISTORICAL
PUBLICATIONS
& RECORDS COMMISSION

The attached document contains the Grant Narrative of a previously funded grant application. It is not intended to serve as a model, but to give you a sense of how a successful application may be crafted. Be aware that minor changes may have been made to the plan of work and other portions of the proposed project in response to comments made during the review process. Every successful application is different, and each applicant is urged to prepare a proposal that reflects its unique project and aspirations.

Prospective applicants should consult the NHPRC's application guidelines at <https://www.archives.gov/nhprc/apply> for instructions. Applicants are also strongly encouraged to consult with the NHPRC staff member listed in the grant announcement well before a grant deadline. Prospective applicants are also strongly encouraged to submit a draft application by the deadline listed in the grant announcement.

The Commission welcomes collaborations that target institutional advancement for small and underserved local archives and repositories, **especially those with collections that focus on the voices and perspectives of Black, Indigenous, and People of Color.**

Project Title: Investigating the African Diaspora in the 20th Century, the Papers of Journalist and Researcher Dr. Marguerite D. Cartwright

Institution: Amistad Research Center, Tulane University

Project Director: Laura Thompson

Grant Program: Archival Projects

Project Narrative

1. Overview:

The Amistad Research Center (ARC) seeks funding to complete the archival processing (arrangement, description, and preservation) of the papers of African American journalist, actress, researcher, and educator Marguerite D. Cartwright (1914-1986). Cartwright was a specialist in African affairs as a charter member of the United Nations Correspondents' Circle and was appointed by the Eastern Nigeria Parliament as one of five members of the Provisional Council of the University of Nigeria in Nsukka.

Cartwright's papers encompass manuscript materials and closely parallel her vocational and avocational pursuits particularly focused on her work as a correspondent for the United Nations representing the *Pittsburgh Courier*; her academic endeavors in sociology at Hunter College and Brooklyn College (New York), Mills College of Education (Oakland, California), and the New School for Social Research (New York); and her career and interest in African American participation in the performing arts. Subjects representative in Cartwright's papers include the Peace Corps, the Black press and Overseas Press Club, African countries with a special emphasis on West Africa, and African American history.

The papers of Marguerite Cartwright not only reveal important information about her but also about the times in which she lived. No part of the globe has gone totally unrepresented in the collection, nor has any contemporary human problem utterly escaped attention. The papers hold great promise for an excellent view of a major portion of twentieth century life. ARC serves a wide audience that includes students, teachers, genealogists, documentary filmmakers, members of the press, and major production studios.

2. Archives Program Description:

The Amistad Research Center (ARC) is committed to collecting, preserving, and providing open access to original materials that reference the social and cultural importance of America's ethnic and racial history, the African Diaspora, human relations, and civil rights. ARC was established within the Race Relations Department of the United Church Board for Homeland Ministries (UCBHM) at Fisk University in 1966. The purpose of the ARC was to initially house and provide access to the historical records of the American Missionary Association (AMA), as well as become a premier archive and manuscripts repository documenting the modern Civil Rights Movement and the historic contributions of underrepresented groups within United States history.

In 1969, the ARC was incorporated as an independent non-profit organization, and the following year, transferred its operations to the campus of Dillard University in New Orleans. In 1987, a permanent home was found for the repository on the campus of Tulane University. The partnership with Tulane University allows ARC to remain an independent non-profit archival institution with its own board of directors and funding sources, the bulk of which entail private donations from individuals and grant support through special projects. ARC's relationship with Tulane University includes use of a building on campus and facilities support, off-site storage space for the collections, and assistance from Tulane's Technical Services in the form of server space for ARC's online collection management system, website, and digital collections.

The ARC is housed in Tulane University's Tilton Memorial Hall. From its beginnings as the first archives documenting the modern civil rights movement, the organization has experienced considerable expansion and its mission continues to evolve. The history of slavery, race relations, African American community development, and the Civil Rights Movement have

received new and thought-provoking interpretations as the result of scholarly research using the ARC's resources. The holdings include the papers of artists, educators, authors, business leaders, clergy, lawyers, factory workers, farmers, and musicians. The collection contains approximately 250,000 photographs dating from 1860. The ARC's audiovisual holdings include over 1,000 oral histories with civil rights activists and others, as well as significant moving image footage of civil rights activities. The Center holds more than 400 works of African American art, including works by several internationally-renowned 19th and 20th century African American masters.

The ARC has implemented a number of initiatives to provide better research access to and promotion of the collections, as well as implemented best practices for collection and preservation management. Online access to collections data, including digital collections, is a priority and with the successful implementation of the Archon Collection Management System in 2009, researcher use of ARC's collections has increased exponentially over the last nine years.

A priority initiative in archival processing has been to address ARC's extensive backlog of unprocessed and inaccessible collections. Utilizing ARC's limited staff resources and seeking funding support for processing, the archival team has reduced the backlog of unprocessed collections by 20% or approximately 1,200 linear feet since 2009. The momentum to address the processing backlog has been sustained by utilizing percentages of staff time on supported projects and with collaboration between departments. ARC's archival staff cannot devote 100% of their time on any one project to the detriment of mission essential priorities. Over the last nine years, ARC's archival team has worked together to develop priority processing projects, seek funding assistance for those projects, and have allocated percentages of time to complete those projects. By implementing collection management and processing procedures, as well as

utilizing appropriate time management, the processing department has made significant inroads in ARC's processing backlog.

ARC has embraced digital initiatives in order to enhance access to our collections and to better serve our global constituency of researchers, students, and patrons. Digital collections are increasingly important for those who cannot visit ARC's reading room and are also important for K-12 teachers in order to facilitate the use of primary source documents in the classroom through online access. ARC also engages in digital projects with external institutions to showcase our materials based upon themes represented in our collections.

A number of digital projects have been completed recently including the online access of the records of the Race Relations Department of the UCBHM through digitization vendor Adam Matthew Digital. In partnership with the Michigan State University's African Activist Archive, ARC has provided digitized materials from its holdings that highlight American activism in supporting anti-apartheid and anti-colonial struggles across the African continent during the latter half of the 20th Century. In July 2015, the ARC entered into a partnership with Google Cultural Institute (GCI) to utilize their platform for our digital exhibitions.

In-house, digital projects include the creation of online exhibitions and thematic collections hosted through Tulane University's Digital Library and the Louisiana Digital Library. Online collections include the *American Missionary Association Photographs, 1887-1952*, a digital archive of over 5,000 photographs documenting schools founded by the AMA and disenfranchised communities throughout the United States; *Print Culture of the Civil Rights Movement, 1950-1980*, a digital collection that highlights the newspapers, posters, broadsides, pamphlets and other printed ephemera produced during the civil rights era; *Social Framework: Photographs by Marion Palfi, 1945-1960*, photographs depicting various scenes of the daily life

of African Americans living in the north and south; and *Black Natchez*, a documentary film by Ed Pincus that documents race relations and civil rights efforts in Natchez, Mississippi in 1965 following the murder of NAACP official George Metcalfe. ARC has also started to work with born digital collections providing a home and access to the *NOLA Hip Hop and Bounce Archive*. The archive documents the lively and unique sound of New Orleans hip hop, and its origins, and includes interviews. Even though the processing of the Marguerite Cartwright Papers project will not have a digitization component for the paper-based portion of the collection, the opening of the Cartwright papers will allow for future inclusion of collection items for thematic digital collections or exhibitions.

Another initiative ARC has implemented that closely relates to digitization, preservation, and collections management is the audiovisual preservation and digital reformatting program. ARC's audiovisual program includes the digitization of material for both preservation and access. ARC has in-house facilities to digitize most audio formats from our collections. Currently, obsolete video formats and films are outsourced to a laboratory for transfer work, but plans are in place to expand our in-house video capabilities.

The ARC's disaster plan was developed in early 2005 and the preservation management program was implemented in 2009 and includes 24/7 environmental monitoring; yearly updates to ARC's disaster plan; facility management, including regular fire suppression checks and drills for staff; security; and pest management. ARC's archival staff works closely with Tulane University's Facilities Services for any maintenance issues that arise throughout the year. The papers are stored in ARC's main facility, Tilton Memorial Hall, a historic 1901 building on Tulane University's campus. The age of the building does prove challenging in regard to environmental control; however, working with Tulane University ARC has been able to maintain

a stable temperature of 68°. ARC conducts year-round environmental monitoring and generates reports documenting temperature and relative humidity. ARC is currently working with Tulane University to increase preservation standards for particulate filtration. Additionally, ARC implements pest management services on a monthly basis. Security is provided by a professional monitoring system and supplemented by Tulane's campus security personnel and infrastructure.

The ARC is open to the public Monday to Friday from 8:30am to 4:30pm and on Saturdays from 9:00 am to 1:00 pm. The stack areas are closed to the public; however, access is given to requested materials for processed collections. Researcher access to unprocessed collections is limited, but every effort is made to provide access when possible depending upon the size and condition of the collections requested.

3. Description of Collections:

The Marguerite Cartwright papers, circa 1935-1985, encompass 115 linear feet of personal manuscripts materials with a broad range of subjects. Topically, the papers focus on Africa, particularly member countries of the United Nations and U.S. relations with those countries; African American history and culture; the performing arts; and race relations pertaining to race and intelligence, prejudice, stereotypes, and African American family life. Cartwright's documentation is expansive in the forms of correspondence, art prints, book reviews, news clippings, periodicals, photographs, collected printed items, scrapbooks, and speeches.

Dr. Marguerite D. Cartwright was born and raised in Cambridge, Massachusetts. She was admitted at the age of sixteen to Boston University and was the youngest student to attain her Bachelor's and Master's degrees at the university at that time. She received her Ph.D. in sociology from New York University in 1948.

Cartwright's acting career began on Broadway with Paul Green's "Roll Sweet Chariot," and she was cast in six Hollywood films, including the 1936 film *Green Pastures*. The collection contains opera programs, playbills, and concert programs reflecting Cartwright's interest in the role of African Americans in professional and amateur performances. Cartwright voraciously collected items related to African Americans in the theater and the arts. Performers documented within the Cartwright papers include Bessie Smith, W.C. Handy, Duke Ellington, and Leigh Whipper. Of interest are materials related to African performers, such as dancer, choreographer, and composer Asadata Dafora Horton of Sierra Leone who performed at the White House for President Franklin D. Roosevelt.

After attaining her Ph.D. in sociology from New York University, Cartwright had a long career as a university instructor from 1948 to 1965. She served on the faculties of Hunter College, Brooklyn College, Mills College of Education, and the New School for Social Research. Her research in African sociology and affairs led her to become a popular lecturer and journalist. Her academic work included lectures on various aspects of African American culture and America's influence and political role throughout the African continent. In 1952, early on in her teaching career, she became a United Nations correspondent representing the *Pittsburgh Courier*, a leading African-American weekly newspaper published in Pittsburgh, Pennsylvania, from 1907 until 1966. She maintained voluminous files on African member nations in the United Nations, which she incorporated into her university lectures. Clippings, bibliographies, printed and collected items compiled and used for Cartwright's academic and journalistic work span from the 1940s to the early 1970s. These materials relate to current events and broad subject areas in relation to African Americans during the time period, such as health, religion, poverty, discrimination in housing, unemployment, education of the poor, civil liberties, human rights,

race relations, and the Black Power Movement. Of particular interest are collected speeches by Ralph Bunche, Roy Wilkins, and Franklin Williams that span from 1949 to 1969.

Cartwright was an officially accredited correspondent to the United Nations for two decades and wrote the first regular column devoted to the organization to appear in an African American newspaper while working with the *Pittsburgh Courier*. She was a charter member of the United Nations Correspondents' Circle and wrote for many publications including *The New York Amsterdam News*, *The Chicago Sun-Times*, and *The Negro History Bulletin*. Cartwright's writings and collected items represented within the collection, not only encompass similar subjects as stated previously, but also focused on human rights and international affairs with a large section of the collection devoted to Israel and South Africa, as well as files on member countries of the United Nations. The collection contains Cartwright's newspaper columns, periodical articles, and typescript drafts of published and unpublished works. Additionally, texts of speeches by Cartwright on various occasions, in the United States and abroad, are also available in typescript format. Seven different columns have been identified that appeared in the publications mentioned above. A first draft of a Cartwright's unpublished biography of Nigerian statesman and first President of Nigeria Dr. Nnamdi Azikiwe can be found within the collection.

Cartwright traveled extensively and in the course of her travels as a journalist made long-lasting friendships with Ghanaian politician and revolutionary Kwame Nkrumah; stateswoman and prime minister of Israel Golda Meir; and Margaret Kenyatta of Kenya. In 1959, she was appointed by the Eastern Nigeria Parliament as one of the five members of the Provisional Council of the University of Nigeria in Nsukka. She became a founder and trustee of the university. In her capacity as a trustee of the university, Cartwright sent and received business correspondence pertaining to the fiscal, physical, and academic affairs of the university. This

correspondence is contained in nine volumes of scrapbooks. A voluminous body of correspondence relates to Africa and the Peace Corps, as well as United Nations personnel. Many leaders of African nations are among the correspondents. Friendships were cultivated during Cartwright's frequent travels to Africa and are reflected within the correspondence, either in loose form or as part of scrapbooks compiled about various African nations. Some of the African correspondents include Nigerian President Nmandi Azikiwe Ghanaian President Kwame Nkrumah, and Nigerian diplomat Mobolaji Bank-Anthony.

Materials related to the United Nations comprise the single largest group of items within the collection. Cartwright developed scrapbooks for many of the member countries as well as collected clippings, photographs, and printed items for each nation. Many record types have been incorporated into the scrapbooks, including correspondence. Even though foreign countries is the largest section of scrapbooks within the collection, additional scrapbooks about domestic affairs and subjects on the local scene were not neglected. Printed items about the Black Panthers, model cities in the southwest, New York and some of its cultural and social attractions, and Black-Jewish relations in the United States are a few of the subjects to be found in the collection. Additional subject samples include the proceedings of the International Conference on the Role of Women (1964) and items about women in Israel (1974-1982). Additionally, collected items of note include a 1970 speech by Israeli diplomat and politician Abba Eban and a bound copy of the Charter (and Resolutions) of the Organization of African Unity, published in 1963, which includes autographs from Ibrahim Abboud of the Sudan, Kojo Botsio of Ghana, Makh Guld Daddah of Mauritania, George Amah-Amah of Togo, Rudolph Grimies of Liberia, John Karafa-Smart of Sierra Leone, Mongi Slim of Tunisia, Oscar Kambona of Tanganyika, Julius Nyerere of Tanzania, and Kwame Nkrumah of Ghana.

By the time the Peace Corps was established in 1961, Cartwright had traveled extensively in Africa and she became acquainted with the organization during its inception and early years. She wrote a memo which resulted in the acceptance of the first Peace Corps volunteers in Nigeria. She further taught and contributed to the preparation of the group sent there in 1964. Items generated by her activities with the Peace Corps include correspondence, scrapbooks, and collected materials from the universities where the students trained. Several historically black colleges and universities were the training grounds for Peace Corps volunteers and are highlighted in these materials.

The Black press is well represented in the collection through collected periodicals such as the familiar titles of *Negro History Bulletin*, *Ebony*, and *Sepia*, but also lesser known publications such as *Pride*, published by the Harlem Institute of Fashion. Other Black publications include *Jive*, *Bronze Thrills*, and *Tan* magazines that promoted African American achievements and affirmative black imagery in popular culture. The bulk of these publications date from the 1950s.

In addition to the wealth of correspondence with African leaders, there are letters to and from numerous persons and organization representing a cross section of Cartwright's interests and activities. Among the hundreds of correspondents are letters from Rudolf Big, general manager of the Metropolitan Opera; Ralph Bunche, American political scientist, academic, and diplomat; Jennifer Davis and George Houser, directors of the American Committee on Africa; Henry Gellerman, president of the Overseas Press Club of America, Inc.; Charles S. Johnson, president of Fisk University; Percival L. Prattis, journalist and editor of the *Pittsburgh Courier*; James H. Robinson, founder of Operations Crossroads Africa and advisor to the Peace Corps; Caroline Simons, Secretary of State, New York; and Franklin Williams, President of the Phelps-Stokes Fund.

There are approximately two hundred books related to cultural, political, and social history of countries represented as part of the United National-related materials, as well as titles related to African American history specifically and produced between the 1940s to the 1970s. There are a small number of videotapes in the collection highlighting Overseas Press Club competitions. These are accompanied by photographs and resumes of the journalists nominated for awards.

Within the past six years, the Amistad Research Center has seen a significant increase in scholarly interest in its collections that reflect U.S. relations with the African continent and its nations. This has been reflected in over 200 requests from researchers for collections such as the American Committee on Africa Records, the Africa Fund Records, the Campaign to Oppose Bank Loans to South Africa (COBLSA) Records, Operations Crossroads Africa (OCA) Records, and the personal papers of OCA's founder, James H. Robinson. Another strength of Amistad's collections is documentation of the Black press and African American foreign journalists, including the papers of journalist Evelyn Cunningham and photo journalist Arnold de Mille. The Cartwright papers have repeatedly been requested by researchers studying the Black press and the careers of Cunningham and de Mille, but access has been extremely limited to date due to the unprocessed status of the Cartwright papers.

4. Archival Methodologies:

The results of building on implementing collections management software in 2009 have provided ARC a platform for effective and efficient workflows in its archival processing and preservation program. The successful completion of similar processing projects over the last ten years has allowed ARC to adapt its workflows for processing large, unorganized, and fragile manuscripts collections.

ARC adheres to the Society of American Archivists' national descriptive standards, *Describing Archives: A Content Standard* (DACs). Implementation of the Archon collection management system in 2009 was the first time in ARC's history that access to collections, beyond digital images, had taken an online form. ARC created a unified Policy and Procedures Manual that governs all aspects of the management of the archival and library collections. This manual utilizes best practices and standards derived from policies and recommendations of the Society of American Archivists, American Library Association, Association for Recorded Sound Collections, and similar professional bodies. The consistency and quality of collection management functions in all areas of the archival program have increased dramatically since these new policies and procedures were adopted. The procedural workflows for acquisitions, processing, and reference services has had a positive impact on donor and researcher relations and access to collections. Since implementation of the collection management system, ARC has tracked a significant increase in awareness and use of its collections through monthly reference statistics.

The initial deposit of Marguerite D. Cartwright's papers was received in 1969 and subsequent additions to the papers were received between 1970 and 1985. The papers encompass over 115 linear feet of correspondence, original writings, collected speeches, news clippings, photographs, rare pamphlets and publications, as well as scrapbooks compiled by Dr. Cartwright throughout her life. The collection dates from approximately 1935 to 1985 with the bulk of the materials dating from the 1950s to 1970s. The records are in stable condition overall; however, some of the papers are extremely acidic and brittle and will require extreme care during handling for processing. Also, the audiovisual materials are endangered due to age, technical obsolescence, and the inherent instability of film and magnetic media.

The processing team will not be able to fully apply the Greene-Meissner model of minimal processing for the Marguerite D. Cartwright Papers. The collection will require extensive levels of preservation, including the removal of metal fasteners due to previous and ongoing damage to paper material, Mylar encapsulation of certain individual items, and special housing for the scrapbooks in the collection. The levels of preservation will be determined on an individual basis by the Director of Processing. All collection items will be re-housed in appropriate archival boxes and folders. At present, the papers are in a disorganized state and individual file units, and in some cases, loose documents will need to be consolidated and arranged individually within each series and sub-series by the processing team since original file order within the collection is non-existent. The papers do have some materials grouped together by subject as Dr. Cartwright organized her work, and this subject order will be maintained by the processing staff, but materials will be consolidated and arranged for ease of access.

ARC utilizes the Society of American Archivists (SAA) standards for arrangement by provenance and original order, and DACS guidelines for description. ARC is in the process of migrating the Archon collection management system to ArchivesSpace, a web-based archives information management system. The online finding aid for the Cartwright papers will be created in ArchivesSpace. The project team will conduct an initial collection survey to identify the main series of materials. This survey will study the content, condition, and formats of the papers and be used to create and implement a processing and preservation plan for the collection. The project workflow processing rate will average the completion of arrangement and re-housing of approximately one linear foot per ten to twenty-hour working period. These processing rates are based upon the condition of the collection, experience of archivists within ARC's processing

department, and the professional guidelines noted by the manuscripts unit at the Beinecke Rare Book & Manuscript Library at Yale University.

The collections will require arrangement at the series level with sub-series. Since the papers do not contain established file units throughout, additional arrangement of individual documents and consolidation of the contents into applied file unit structure will be done by the project team. The papers will be described at the series level with expanded description at the sub-series level to assist researchers in navigating the expected large finding aid. The papers will be described at the file unit level to complete the creation of the finding aid in ArchivesSpace with item-level description as required for photographs, scrapbooks, and other items. As various series and parts of the collection become complete, they will be made publically available. ARC will utilize its social networking websites, such as Facebook, Instagram, Twitter, and its blog, to announce the opening of these parts of the collections for research. This will provide researchers with access to the collection while it is in process, rather than waiting for full completion to open the papers.

In conjunction with the arrangement and description of the records, a related goal of this project is to evaluate the approximately 200 books and publications collected by Dr. Cartwright. The project team will consolidate these publications and printed items and forward them to ARC's library and reference team for evaluation and cataloging. Evaluation will be based on duplication of existing holdings; annotations, inscriptions, and similar ownership markings; and whether publications conform to ARC's collecting scope. Publications retained by ARC will be scheduled for cataloging throughout the two-year term of the project. The publications will be cataloged according to Resource Description and Access (RDA) and the guidelines set forth in *Descriptive Cataloging of Rare Materials* (Serials and Books), where appropriate. Similar to the

archival collections, bibliographic records for the publications will be entered in the local OPAC and in OCLC. A local note will be included in the 590 field of each catalog record stating that separated materials are from the Marguerite D. Cartwright Papers. This will allow staff and researchers to intellectually consolidate separated titles using a basic keyword formula search in the library catalog. At a minimum, all publications, whether retained or not, will be inventoried as having been owned by Cartwright.

Audiovisual items within the collections will be identified and assessed by the Audiovisual Archivist for digital preservation reformatting, content analysis, and initial description. Amistad has capabilities in house for the digital transfer of audiocassettes, ¼” reel-to-reel audiotape, phonographic discs, and VHS. All audiovisual material of these formats within the collection will be digitized and descriptions created. These items will also be uploaded for password-protected access via ARC’s SoundCloud account for audio and Vimeo account for video for those researchers unable to visit the Center. There are 14 U-matic videotapes within the collection that will be outsourced for digitization to NOVAC (New Orleans Video Access Center) and once digitized will also be accessible for research in-house and online.

The following standards will be used for digitization of moving image material: For master files, video will be encoded using 10-bit YUV 4:2:2 uncompressed. Audio will be encoded as uncompressed PCM, 48kHz. No image or sound processing such as dropout compensation, noise reduction, audio equalization, or limiting shall be used in the creation of the archival masters. All archival masters shall maintain their source formatting, including interlacing, frame rate, aspect ratio and recording standard. Access files will receive a MPEG4 wrapper (.mp4 extension) with video encoded using H.264/MPEG-4 Part 10 AVC. Audio will be encoded as uncompressed AAC, 48 kHz with an aspect ratio of 4:3 (640 x 480) using a square

pixel aspect ratio, bitrate of 5000kbps. Files will maintain the original recording standard, frame rate, number of audio channels and auxiliary information such as original timecode and closed captioning. The access copies will be de-interlaced. Levels may be adjusted. All non-program material at the head and tail of the tape, such as bars, tone or excessive black/silence should be removed unless doing so incurs extra expense.

Although digitization of paper-based or photographic items is not part of this project ARC has a robust digitization program with thematic collections and digital exhibitions. The project team will flag items during processing for future inclusion in ARC's digital collections or exhibitions. ARC's standards for handling and digitization of manuscript items include scanning using an EPSON Expression 836XL flatbed scanner, and the fragility of materials determines what is selected and digitized. Images are scanned at 300 dpi as a TIFF file for hi-resolution preservation copies. ARC creates a second image at 72 dpi as a JPEG for lo-resolution access copies.

Amistad utilizes the metadata standards of Dublin Core when describing items for digital exhibitions. ARC provides additional metadata, such as the name of the collection where the items originated from, the repository, a short description of the item including any historical context, and subject headings according to those specified by the Library of Congress. After the images are scanned and the metadata has been created, the hi-resolution preservation files and low-resolution access files are uploaded into ARC's digital server, which is maintained by Tulane University including nightly and weekly backups.

5. Project Products:

Project outcomes include opening of the Marguerite Cartwright Papers for research through the online publication of a full-text searchable finding aid created using the ArchivesSpace

collection management system. Additionally, all books and publications evaluated for inclusion in ARC's library collection will be cataloged and uploaded to the local OPAC and OCLC. Audiovisual items found within the collection will be digitized with expanded description and metadata creation completed. In-house and online access through ARC's SoundCloud and Vimeo accounts via researcher request will be available.

6. Project Publicity:

The project and collection will be highlighted throughout the year on Amistad's blog and social media sites. The promotion and impact of this project will reach a multi-layered and expansive audience via promotion through networking with professional organizations, such as the Society of American Archivists and the American Library Association. In addition, promotion of this project to scholarly, governmental, and general audiences will drive research inquiries to the online finding aid, thus facilitating greater access to the records. The opening of the Marguerite D. Cartwright Papers will be promoted on H-Net: Humanities and Social Sciences Online and other web-based forums for academic researchers. Additionally, ARC is currently expanding its outreach to K-12 educators and students and assisting with the integration of primary source documents from its collection into both local and national curricula through the Amistad on the Go! program, a new digital platform for educators seeking curriculum guides and instructional materials. The Marguerite D. Cartwright Papers provide important documentation of the Civil Rights Movement, America's role in African politics and economics during the anti-colonial period, and strengthen, through accessibility, more inclusive public education endeavors, curriculum development, and classroom discussion.

7. Plan of Work:

The work for this 12-month project will involve four project staff positions devoting percentages of their time and one part-time graduate assistant position.

Year one (Months 1-3):

- Complete a collection survey and processing plan for the collection. The collection survey will be used in conjunction with an available preliminary inventory to complete the processing plan.
- Complete the initial sort of materials into the main series and sub-series identified from the collection survey. Books, publications, and printed items will be separated and forwarded to the Library and Reference Services Department for inventory and cataloging. All audiovisual items will be separated and forwarded to the Audiovisual Archivist for digitization.
- U-matic videotapes from the collection will be sent to NOVAC (New Orleans Video Access Center) for digitization with both preservation and access copies created. Sound recording found within the collection will be digitized in-house with both preservation and access copies created. All description and metadata creation for moving image and sound recordings will be completed and will be uploaded to ARC's SoundCloud and Vimeo accounts for requested research access.

Year one (Months 4-6)

- Complete the arrangement and preservation re-housing of 50% of the Marguerite D. Cartwright Papers, or approximately 40 linear feet.
- Inventory of books and publications separated from the collection.
- Cataloging of one-half of the books and publications separated from the collection with upload of cataloging records into OCLC and local OPAC.

Year one (Months 7-9):

- Complete the arrangement and preservation re-housing of 100% of the Marguerite D. Cartwright Papers, or approximately 40 linear feet.
- Complete the inventory of books and publications separated from the collection.
- Complete the cataloging of the books and publications separated from the collection with upload of cataloging records into OCLC and local OPAC

Year one (Months 10-12)

- Complete the biographical note, scope and content note, series and sub-series descriptions and online finding aid to the Marguerite D. Cartwright Papers. Open the collection for research.

8. Staff Qualifications:

Laura J. Thomson is the Director of Processing at the Amistad Research Center (ARC) and oversees all processing projects and works collaboratively to manage ARC's preservation program. She received her MLIS from the University of South Carolina in 1994, a certificate in Preservation Management from Rutgers University in 2005, and a MFA in the Book Arts from the University of Alabama in 2008. Ms. Thomson will be the project director and will supervise and participate in the archival processing of the collection.

Jasmayne Talley is an Archivist within the processing unit and joined ARC's archival team in 2016. She is a graduate of Louisiana State University's MLIS program and Georgia State University's History program. Ms. Talley brings over three years' experience in archival work to the project, including processing and preservation of large manuscripts collections. She will assist in the completion of the archival processing for the collection.

Brenda Flora is the Audiovisual Archivist at the Amistad Research Center and joined ARC's archival team in 2010. She attained her MA in Film Archiving from the University of East Anglia in Norwich, England in 2007. Brenda Flora's role in this project will be to oversee the digitization, digital transfer, re-housing, and content description of sound and moving image recordings contained within the collection.

Phillipe Cunningham is the Library Reference Archivist and Cataloger at the ARC. He received a BA in History from Kansas State University, his MLIS from Pratt Institute (NY), and has interned with the Schomburg Center's Jean Blackwell Hutson Research and Reference Division, and the Gilder-Lehrman Institute for American History. Mr. Cunningham will evaluate and catalog books and publications, as well as supervise the graduate assistant.

Performance Objectives:

- 1) Completion of a processing plan based upon the collection survey and content analysis.
- 2) Monthly tracking of completed arrangement and preservation work by linear feet and completion of series and sub-series descriptions for each file group.
- 3) Monthly tracking of completed file unit finding aid data entry work by linear feet and publication of the online finding aid for the collection.
- 4) Monthly tracking of completed cataloging and inventory of books and publications from the collection.
- 5) Monthly tracking of completed description and metadata creation for audiovisual items within the collection.
- 6) Listing of items identified for future inclusion in exhibitions, in-house and online, and educational units for Amistad on the Go!