



LIS 2215 Grant Proposal Assignment
Preservation Assistance Grants for Smaller Institutions
Application Cover Sheet

Opportunity Title:	Humanities Collections and Reference Resources
Offering Agency:	National Endowment for the Humanities
CFDA Number:	45.149
CFDA Description:	Promotion of the Humanities Division of Preservation and Access
Opportunity Number:	20130718-PW
Opportunity Open Date:	09/26/2013
Opportunity Close Date:	12/03/2013
Agency Contact:	Division of Preservation and Access Room 411 National Endowment for the Humanities 1100 Pennsylvania Avenue, NW Washington, DC 20506 202-606-8570 preservation@neh.gov

APPLICANT INFORMATION

Contact Information

Primary Contact

First Name: Dominique Last Name: Luster

Secondary Contact (if applicable)

First Name: Last Name:

Institution

Institution Name: Hip Hop Archives and Research Institute

Address: 104 Mount Auburn St. 3R

City: Cambridge State: MA

Country: USA Zip Code: 02138



PROJECT INFORMATION

Project Title (125 characters max):

Preservation Assessment of At-Risk Audiovisual Material

Project Abstract (1000 characters max):

To Support: Hiring of a consultant to conduct a preservation assessment of the Hip Hop Archive and Research Institute's (HARI) audiovisual materials which includes two dozen oral histories and interviews, three hundred films and approximately one thousand audio recordings. HARI serves as a forefront research entity dedicated to the "knowledge, art, culture materials, organizations, movements and institutions of Hip Hop." The audiovisual holdings showcase Hip Hop from 1970 to 1999 documenting the history, culture and expression of Hip Hop identity in the United States. The consultant will be tasked to conduct a comprehensive survey of the entire HARI holdings in order to gather data regarding the extent of AV materials while simultaneously conducting an assessment of the preservation state of these same materials. This data will be used by the Head Archivist to generate a three-to five- year preservation plan that will target those items identified as high-risk for obsolescence.

Proposed Project: Start Date: 1/1/2015 End Date: 12/31/2015

APPLICATION MATERIALS CHECKLIST

Attach the following application materials as described in the guidelines:

- Narrative
- Budget
- Supporting Documentation
- Résumés for project director and other key staff
- Résumé(s) and letter(s) of commitment for project consultant(s)

All application materials must be submitted as a single file in Portable Document Format (.pdf). We cannot accept documents in their original word processing or spreadsheet formats. If you don't already have software to convert your files into PDFs, many low-cost and free software packages will do so.

Application materials must be uploaded to CourseWeb by 9:00 a.m. Eastern Time on Tuesday, December 3, 2013.

2. Narrative

A. What activity (or activities) would the grant support?

The Hip Hop Archive and Research Institute respectfully requests \$6,000 to work with Josh Ranger, Senior Consultant at AVPreserve to conduct a holdings extent survey and assessment of at-risk audiovisual materials. This grant project features a two-phase approach. The goal of phase one is to gather a detailed analysis of the audiovisual materials held within HARI. To begin this phase Mr. Ranger will send a pre-arrival survey to the HARI Head Archivist in effort to gather estimated information on the number of collections to be surveyed, the state of access to those collections, and the preparedness of the current preservation policy to address a variety of high-risk situations commonly associated with audiovisual material. Mr. Ranger will be contracted to spend 30 days at HARI in order to conduct an institute-wide survey to identify which collections contain audiovisual materials and to document their quantity, formats, and state of preservation.

To begin Phase Two of this grant project, Mr. Ranger will deliver the results of the survey to the HARI Head Archivist along with a detailed evaluation of the current preservation policy. The HARI Head Archivist will then use this information to form a three- to five- year digitization plan for HARI that will prioritize at-risk materials for additional preservation tasks based on the deterioration rate of its original material, the potential for access obsolescence, and research value based on collection/reference requests and academic and cultural sensitivity. Additionally the Head Archivist will use the data collected by the consultant to revise HARI's current preservation policy and inform a more complete collection policy. These two documents

will then be incorporated into HARI's 10 Year Strategic Plan which will be submitted to Harvard's Dean of Libraries and the Provost's Office for Academic Research.

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

The entire holdings of HARI measure approximately 8,000 linear feet of collections dating from 1970 to 2014; the bulk dates range from 1975 to 1995. Our holdings are as various as they are extensive consisting of books, artists' papers, the historical records of arts organizations and music labels, and the papers of secondary individuals such producers, critics and media personalities. Individual collections contain letters; diaries; scrapbooks; manuscripts, essays, and other writings; business and sales records; photographs of individuals, performance records, and works of art such as sketches, lyrics, and sheet music; rare published journals and magazines; and many film, video, and audio recordings. The scope of this project is to gain intellectual and preservation-necessary control over the audiovisual materials among the entire holdings. The types of formats that will be addressed are grooved discs, quarter-inch audio reels, audio cassettes, VHS videos, and half-inch videos.

C. How are these humanities collections used?

The Hip Hop Archives is committed to collecting archival material that authentically illustrates the advent of Hip Hop culture in the United States, primarily from the 1970s to the present. It is understood and accepted that the front lines of success at the Hip Hop Archives lie at the point of selection and appraisal. Therefore the institution follows a defined collecting policy and reserves the right to accept or decline certain donations from accession according to a variety of factors.

The Archive may consider for acquisition any item that has a documented association with Hip Hop culture.

Due to its institutional affiliation with Harvard University, HARI provides a first line of scholastic opportunity for such affiliated researchers and students. The HARI collections are primarily used by a rotating cohort of in-residence graduate and post-doctoral fellows and research assistants, the African American Studies Department and occasionally by various students both inside Harvard University and around the world for independent scholastic research. According to FY 2013-2014, approximately 85% of our collection use was requested by either the HARI or Nasir Jones Fellows in pursuit of research projects such as the “2Pac” collection or by the cohort of 15 research assistants; 10% by faculty or students within the African American Studies Department; and 5% by non-traditionally associated researchers.

D. What is the nature and mission of your institution?

The mission of the Hip Hop Archives and Research Institute is to facilitate and encourage the pursuit of knowledge, art, culture and responsible leadership through Hip hop. Founded in 2002 under the directorship of Dr. Marcyliena Morgan, the Hip Hop Archive is an institutional member of the Hutchins Center for African and African American Research and is hosted at Harvard University. Serving one of the most iconic social and cultural movements since the 1970s, the Hip Hop Archives seeks to promote and encourage the research and scholarship devoted to the “knowledge, art, culture, materials, organizations, movements and institutions of Hip hop.”¹ The Hiphop Archive and Research Institute works to organize and develop

¹ “Mission” [hiphoparchive.org. http://hiphoparchive.org/about/mission](http://hiphoparchive.org/about/mission)

collections, initiate and participate in research activities, sponsor events and acquire material culture associated with Hip Hop in the U.S. and throughout the world. As an integral part of research, the preservation of the Collection is an essential element in the fulfillment of the Archive's mission.

HARI is considered a small archives and is established within Harvard University Libraries. The HARI reading room is open Monday through Thursday from 9:00am to 4:30pm. HARI is additionally open only to resident fellows and research assistants on Fridays from 9:00am to 4:30pm. These hours are further subjected to the University's closing schedule. As a research entity of Harvard University, HARI is underwritten by university endowments and additionally supported by the University Library System. HARI ended the FY 2013-2014 with an operational budget of \$236,000 and project to end FY 2014-2015 at 242,000.

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

No. The Hip Hop Archive and Research Institute has not received a preservation or conservation assessment in the past. HARI was established in 2002 and is a relatively young institution, especially compared to its host Harvard University. Until very recently, the Director has focused efforts on collecting as much material as possible while still being within archival integrity. As we crossed our 10 year anniversary the HARI leadership has committed to proactively and meticulously steering our institution as a flagship in this subject area.

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

The Hip Hop movement was very much outside the traditional realms of the arts as it primarily took place in the streets and in night clubs and is therefore not well documented anywhere in the country. Contemporary art forms, such as Hip Hop are being lost at a greater rate than older, more traditional mediums such as paintings or sculpture because their essence of record has been captured more by audiovisual materials than by textual materials. As such, these audiovisual materials are in greater danger than other analog sources for obsolescence. Through HARI's assessment of the organizations unprocessed backlog and its ongoing acquisition process of collections, the Head Archivist has continued to notice historically significant audiovisual materials that we, at this time, are not prepared to properly address due both to their complexity and to their vast variety in formats. Therefore recently acquisitioned audiovisual materials have been rehoused into appropriate cases and interfiled with their original collection without attempted playback; we have no information regarding audiovisual materials in collections received before 2008. Additionally, the limited number of AV items we have listed as parts of collections tend to be either poorly labeled or not labeled at all. In this state we have little to no intellectual control weaken over our collections and this position weakens Harvard Libraries' institutional commitment to providing the most comprehensive and exhausted collection of unique and valuable primary research materials in the world.

Moreover, because we do not truly know what exists within our collections we have even less understanding of their current preservation state. This is vitally important because we do understand that most analog audiovisual material used during the height of the Hip Hop movement are at risk of permanent content loss due to format obsolescence, environmental damage, or material deterioration. As we do not fully know the level of damage or potential

stability of our audiovisual materials, we are forced to restrict access to researchers because the object may be the only copy of a significant historical event and we cannot risk it being permanently lost due to everyday handling. It is imperative that HARI a complete and detailed preservation assessment as our current restriction policies effectively prevent potentially significant research from being conducted.

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

Mr. Ranger, senior consultant on AVPreserve has been contracted for this collections and preservation assessment project. Ranger has served as a senior consultant since 2007² and specializes in data analysis and communication in support of assessment planning, advocacy, collection management, and resource development.³ We are excited to have Mr. Ranger with us as he has recently focused his attention on managing item-level inventories for non-traditional institutions with unprocessed or distributed audiovisual collections. Mr. Ranger lists his professional specialties in archival collection management and assessment, inventory enabling by the effective design and use of data systems, training in the care, handling, inspection and assessment of media, research and analysis, and collection advocacy.⁴

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

January – February 2015

Pre-Project – Preparation

- Finalize Contract for Mr. Ranger, AVPreserve
- Finalize Visiting Researcher contract with Office of Institutional Research
- Receive Visiting Researcher Hospitality Arrangements from OIR
- Receive and Conduct Pre-Arrival Survey from Mr. Ranger
- Make any necessary storage arrangements to increase Ranger’s access to the collections

² “Josh Ranger” LinkedIn. <https://www.linkedin.com/pub/joshua-ranger/a/475/913>

³ “Josh Ranger” AVPreserve. <http://www.avpreserve.com/people/joshua-ranger/>

⁴ <https://www.linkedin.com/pub/joshua-ranger/a/475/913>

March –May 2015

Phase 1 – Collections Assessment

First arrival of Mr. Ranger

Introduce Mr. Ranger to staff, facilities, and collections holdings.

All-staff meeting for Mr. Ranger's presentation

Install Archival Management System (AMS), the Catalyst Inventory Software, AVCC

Mr. Ranger will work in residence at HARI for 30 consecutive days to conduct the assessment

Mr. Ranger will provide updates periodically (or upon request) to the Head Archivist

Head Archivist will form a Preservation Policy Working Group

Deliverables: 1.) Mr. Ranger will be expected to submit an evaluation of the current preservation policy by May 31, 2015. 2.) Mr. Ranger will submit the final assessment of the collections holdings in a formal report to the Head Archivist and in a presentation in an All-staff meeting.

June – July 2015

Phase 2 – Policy Implementation and Project Planning

Mr. Ranger sends completed survey to the HARI Head Archivist

Submit evaluation of preservation policy

Head Archivist meet with Preservation Policy Working Group

Head Archivist will develop newly informed processing priorities list.

Meet with Level-1 Staff to incorporate new documents into 10 Year Strategic Plan

Deliverables: 1.) PPWG draft Format-Conversion/Digitization plan -submitted to Director and Associate Directors. 2.) Submit Processing Priorities List to internal Sharepoint.

August – December 2015

Post-Project - Advocacy and Outreach

Implement new Preservation Policy in half-day all-staff meeting.

Distribute collections among processing staff according to new priorities arrangements

Present results of grant project at Spring Mid-Atlantic Regional Archivists Conference

Performance Event featuring newly accessible audiovisual material

Deliverables: 1.) Submit 10 Year Strategic Plan to Dean of Libraries and Provost's Office

NEH Preservation Assistance Grant Budget

Applicant Organization: Hip Hop Archives and Research Institute

Consultant Fees. Provide the following information for each consultant.

Name of consultant: AVPreserve **First name:** Josh **Last name:** Ranger

No. of days on project:	Daily rate of compensation:	Total:
30	\$150	\$4,500

Travel Notes: Josh Ranger will travel by train from New York City to Cambridge, MA. All travel must be approved by through and pre-arranged by the Office of Institutional Research, Provost's Office. Mr. Ranger will be housed in the Maxwell Chancellor's House.

	No. of persons	Total travel days	Subsistence costs	Transportation costs	Total
Minneapolis, MN, to Boise, ID	1	2	\$71/per day = \$142	\$500	\$642

Supplies, materials, equipment, and workshop registration fees.

Item: Archival Management System (AMS),	\$450
Item: Catalyst Inventory Software	\$199
Item: AVCC	\$120
Total Items Cost	\$769

Total Project Cost	\$5,911
Total requested from NEH (up to \$6,000)	\$6,000

Announcing the Nasir Jones Hiphop Fellowship

Press Release: Fellowship To Fund Scholars And Artists Who Demonstrate Exceptional Productive Scholarship And Exceptional Creative Ability In The Arts, In Connection With Hiphop

(July 12, 2014 - New York, NY) The two decade (plus) career of multi-platinum Def Jam Recordings artist Nas is at the heart of a joint announcement by the Hiphop Archive & Research Institute and the W. E. B. Du Bois Research Institute at Harvard University, to establish the Nasir Jones Hiphop Fellowship. The Fellowship will provide selected scholars and artists with an opportunity to show that "education is real power," as it builds upon the achievements of those who demonstrate exceptional capacity for productive scholarship and exceptional creative ability in the arts, in connection with Hiphop.

The mission of the Hiphop Archive & Research Institute is threefold: to seek projects from scholars and artists that build on the rich and complex hiphop tradition; to respect that tradition through historically grounded and contextualized critical insights; and most importantly, to represent one's

creative and/or intellectually rigorous contribution to hiphop and the discourse through personal and academic projects. Personal projects of fellows may include manuscript projects, performance pieces, album work, curriculum planning, primary archival research, and exhibition preparation, among others.

"Having welcomed artists including Ninth Wonder and scholars including Mark Anthony Neal, the Hiphop Archive & Research Institute is uncompromising in our commitment to build and support intellectually challenging and innovative scholarship that reflects the rigor and achievement of Hiphop performance," said Marcyliena Morgan, Professor of African and African American Studies at Harvard University and founder and director of the Hiphop Archive & Research Institute. "With the introduction of the Nasir Jones Hiphop Fellowship, we will continue to be the leading resource for those interested in knowing, developing, building, maintaining, and representing Hiphop."

Professor Henry Louis Gates, Jr., the Alphonse Fletcher University Professor and Director of the Hutchins Center for African & African American Research, added, "Nas is a true visionary, and he consistently shows how boundaries can be pushed and expanded to further the cause of education and knowledge. The work of the Du Bois Research Institute is enriched by the addition of the Nasir Jones Hiphop Fellowship."

Nasir Jones, or Nas, critically acclaimed for his lyrical skill, social analysis and commitment, has helped usher in an original form of hiphop debate and analysis that reflects on and represents urban youth angst and conflict as well as intelligence, confidence and ambition. A quintessentially honest artist, Nas has taken great risks in exposing his deepest vulnerabilities while still staying relevant to a wide audience. He has tackled both intense political issues and hardcore street topics. In doing so, he has inspired a generation. This Fellowship honors his work while supporting the work of others. Fellows are chosen by a selection committee comprising members of the Harvard University faculty.

LIFE IS GOOD (released July 2012), the most recent album by Nas, was his third consecutive Def Jam album to debut at #1 on the Billboard 200 albums chart. It followed the releases of the RIAA platinum, Grammy®-nominated Hip-Hop Is Dead (December 2006), and the RIAA gold, Grammy®-nominated untitled album (July 2008).

The first full-length album by poet and rhyme-master Nas arrived in 1994, the RIAA platinum Illmatic (Columbia Records). 1996 brought the breakthrough double-platinum It Was Written (#1 R&B for 7 weeks, #1 pop for 4 weeks). The streak continued with the double-platinum I Am in 1999 (again #1 pop and #1 R&B). Subsequent albums by Nas included: the RIAA platinum

Nasradamus (1999, #2 R&B, #7 pop); the platinum Stillmatic (2001, #1 R&B, #5 pop); the platinum God's Son (2002, #1 R&B); and the platinum double-CD Street's Disciple (2004, #2 R&B, #5 pop).

In addition to his successful career in music, Nas has pursued a career in motion pictures that began with his co-starring role (alongside DMX) in 1998's crime drama *Belly*, a film by director Hype Williams (with whom Nas has done several music videos). Subsequent appearances include Albert Pyun's action crime thriller *Ticker* (2001, with Tim Sizemore and Steven Seagal); Carl Seaton's *Sacred Is the Flesh* (2001, also co-written by Nas); a cameo as himself in Boaz Yakin's comedy *Uptown Girls* (2003, with Brittany Murphy and Dakota Fanning); Lawrence Page's *Murda Muzik* (2004, with Ron Artest and Chinky); the fictional hip-hop group bio-pic *The Vapors* (2008, with an all-star cast of Roxanne Shanté, Kool G Rap, Marley Marl, Biz Markie, and others); and the CBS tv hit series, *Hawaii Five-O*.

The Hip-hop Archive & Research Institute was officially established at Harvard University in 2002 under the direction of Professor Marcyliena Morgan to support and establish the emerging research and scholarship devoted to the knowledge, art, culture, materials, organizations, movements and institutions developed by those who support and follow hip-hop. *The Hip-hop Archive & Research Institute* organizes and develops collections, initiates and participates in research activities, sponsors events and acquires material culture associated with hip-hop in the U.S. and throughout the world.

Named after William Edward Burghardt Du Bois who, in 1895, was the first African American to receive a Ph.D. from Harvard University, the W. E. B. Du Bois Institute for African & African American Research is the nation's oldest research center dedicated to the study of the history and culture of Africans and African Americans. The Institute was established in 1975 to sponsor fellowships that would facilitate the writing of doctoral dissertations in areas related to Afro-American Studies. In 2013, the W. E. B. Du Bois Research Institute became part of the Hutchins Center for African & African American Research. Today, the Institute awards up to twenty fellowships annually to scholars at various stages of their careers in the fields of African and African American Studies, broadly defined to cover the expanse of the African Diaspora. The Hutchins Center's research projects and visiting fellows form the nucleus around which revolve an array of lecture series, art exhibitions, readings, conferences, and archival and publication projects.

Related Links:



DOMINIQUE LUSTER

dominiquesluster@gmail.com

LinkedIn: <http://lnkd.in/N-ffZy>

cell: (502) 541-2769



PROFESSIONAL EXPERIENCE

ULS/SIS Diversity Intern and Resident, University of Pittsburgh 2014-2016

One-year rotation throughout the Library System in Preservation, Scholarly Communication and Publishing, Special Collections, Information & Reference Services, Archives, Fine Arts Library, Library Liaison Instruction, Collection Services, Administration, Digital Scholarship, and Technical Services

Collections Processing Intern, Smithsonian Institute Archives of American Art, 2014

Collection processing of diverse 20th century artists' papers and creating online finding aids. Developed skills in thoughtful analysis and integration of contextual organizational details. Participated in SI EAD Users Working Group and AAA Social Media Working Group.

Archivist Intern, University of Kentucky Special Collections Library, 2013-2014

Collection processing of multi-format artists' materials, project digitalization, and creating finding aids. Developed research skills to create a variety of content-based source materials. Completed independent scholarly project using collections for outreach education.

WRITTINGS, CONFERENCE PRESENTATIONS & CURATED EXHIBITIONS

- University of Kentucky Special Collections Library, April-June 2014
"Kentucky Hemp" exhibit
- National Conference for Undergraduate Research, April 2014
Visual Arts Presentation, "Is Epic Theatre Still Epic? An Investigative Look at Brechtian Aesthetics"
- Gaines Fellowship in the Humanities, March 2014
Honors thesis: "Brecht's Verfremdung and its Transference into 21st century Theatre"
- Harvard University National Collegiate Research Conference, January 2014
Poster Presentation, "The Look of American Beauty from the 1950s to the Present"

LEADERSHIP EXPERIENCE

- President and Board Member, Gaines Center for the Humanities, 2013- 2014
Elected member of the Board of Trustees; intermediary between the Fellows, faculty and Board.
- Vice President, University of Kentucky Wesley Foundation, 2012- 2013
Planning and promoting community service and social events, managing non-profit budgets.

EDUCATION

- University of Pittsburgh, Masters of Library and Information Science in Archives, 2015
Diversity Librarian Fellowship and Resident 2014-2016
- University of Kentucky, Bachelors of Arts in Theatre, 2014
Summa Cum Laude, The Honor Society of Phi Kappa Phi
- Freie Universität, Berlin, Germany
"Discover Germany" Fulbright U.S. Student Program, 2012

SPECIALIZED SKILLS

DACS/ EAD

Archivist Toolkit/ Archives Space

Open Source Library Software/ Databases

Basic Preservation Training

Adobe Creative Cloud C6

LibGuides (Online Interactive Instruction)

Social Media Marketing

German Language proficiency

December 8, 2014

Dominique Luster
Head Archivist
Hip Hop Archive and Research Institute
104 Mount Auburn St. 3R
Cambridge, MA 0138

RE: Letter of Commitment to the NEH Grant Project: Preservation Assessment of At-Risk Audiovisual Materials

Dear Ms. Luster,

I am writing to confirm my commitment and that of AVPreserve to the NEH Grant Project: Preservation of At-Risk Audiovisual Materials to be conducted at your institution. We understand that the goal of this project is to conduct a general survey of your entire holdings measuring approximately 8,000 linear feet and provide you and your leadership with detailed information regarding the nature of the audiovisual materials as well as their state of preservation needs.

To conduct this survey we will be utilizing Archival Management System (AMS), the Catalyst Inventory Software, and AVCC all of which must be purchased through AVPreserve but will be installed and configured by myself. In return, we agree to present all required documentation of our progress and the final survey product both to your senior staff and in an all-staff presentation.

AVPreserve is excited to be working with one of the foremost research institutions in the world and we look forward to providing you with as detailed and comprehensive of an evaluation as we possibly can.

Most Sincerely,

Josh Ranger
Senior Consultant
AVPreserve
000-111-2222
joshranger@avpreserve.com