# Project Ceres: Sponsored by the Center for Research Libraries

Project Ceres is the result of a collaboration between the United States Agricultural Information Network (USAIN), the Agriculture Network Information Collaborative (AgNIC) and the Center for Research Libraries (CRL) to support ongoing preservation and digitization of collections in the field of agriculture.

**The United States Agricultural Information Network (USAIN)** is an organization for information professionals that provides a forum for discussion of agricultural issues, takes a leadership role in the formation of a national information policy as related to agriculture, makes recommendations to the National Agricultural Library on agricultural information matters, and promotes cooperation and communication among its members.

Recent related activities:

* In 1993,"A National Preservation Program for Agricultural Literature" was written by Nancy Gwinn with assistance from the Advisory Panel on Preservation, U.S. Agricultural Information Network.
* In 1995**,** first funding for the USAIN/NEH Preservation Project to identify and microfilm state and local literature [followed by funding for Phase Two (1996), Phase Three (1998), Phase Four (2000), Phase Five (2004), and Phase Six (2006)].

**The Agriculture Network Information Collaborative (AgNIC)** is a voluntary alliance of members based upon the concept of “centers of excellence”. The member institutions are dedicated to enhancing collective information and services among the members and their partners for all those seeking agricultural information over the Internet.

AgNIC facilitates and participates in partnerships and cooperation among institutions and organizations world-wide that are committed to the identification, delivery and preservation of reliable, freely-available, evaluated, digital content and quality services for agriculture, food, and natural resources information.

**The Center for Research Libraries** is an international consortium of over 265 members, primarily research and academic libraries. Its central repository and administrative offices are located in Chicago, IL. Since its founding in 1949, the mission of CRL has been to preserve and provide access to materials essential for advanced research and teaching.

Recent related activities:

•In 2003, CRL organized one of the first major initiatives to focus attention on the changing status of library print collections in the digital age: the Preserving America's Print Resources (PAPR) conference, funded by the Institute of Museum and Library Services. The conference framed a national action plan for cooperative management of physical collections.

•In 2009, with funding from the Andrew W. Mellon Foundation, CRL established the Global Resources Forum, a new program to support strategic development and management of library collections at the local and regional level.

•In 2010, CRL was awarded an IMLS National Leadership Grant to “develop collaborative print archives by domain” in the areas of agriculture and law.

## Program Information

### Purpose of Project Ceres:

The purpose of the program is to support small projects that facilitate the retention and preservation of print serial materials essential to study of the History and Economics of Agriculture that were published between 1860 and 1988 and to make those materials accessible electronically through digitization. Important program requirements are detailed on page 4.

### Eligible Collections:

* Experiment Station Publications\*
* Extension Service Publications\*
* Other Land Grant Publications\*
* Trade and commercial serials
* Serials microfilmed as part of the Preserving the History of U.S. Agriculture and Rural Life Grant Projects.

\* For a more detailed explanation and taxonomy of land grant university publications, see *Ceres Guidelines: Bibliographies and Taxonomy of Publication Types and Titles, Land Grant University Publications* on the USAIN website (<http://usain.org>).

### COVID-19 Note:

USAIN and CRL are both acutely aware of the potential difficulties that the ongoing pandemic may have on some proposals and projects. Please note that we are doing our utmost to be flexible with our approach to all applications in 2022. For instance, we realize that applicants may have difficulty accessing facilities in person, which could affect the timing or budgeting for the project, or some may simply may need more time to complete the application. If applicable, please include any notes on this within your application, or feel free to contact the Subcommittee with any questions you may have.

### Eligibility for Applicants:

Applicants must be members of either the U.S. Agricultural Information Network (USAIN) or the Agriculture Network Information Center (AgNIC). Institutions that have previously received Project Ceres funding are eligible to apply for new funding in subsequent years.

### Funding:

A two-tiered structure will be used for project funding:

**Tier 1** funding is for relatively small digitization/preservation projects and is designed to provide experiences that will prepare recipients to apply for funding for larger projects. This funding is available only to institutions who did not participate in the original NEH-funded National Preservation Program for Agricultural Literature. One time monies ranging from $2,000 to $5,000 will be available for projects that fall within the scope of the Ceres project.

**Tier 2** funding is available to support larger projects aimed at furthering the national effort to preserve historical agricultural information. Monies ranging from $7,000 to $12,000 will be available for proposals focusing on the top priorities of the Ceres project. A series-level bibliography of materials to be digitized, if available, should be submitted with the proposal; if one is not available, one should be developed as part of the project and submitted at the completion of the proposal year. There is an expectation that the institution will provide a match (in funds or in-kind) equivalent to the funded amount for Tier 2 projects.

**Important note regarding potential multi-year projects:** Although multi-year funding is not directly offered, applicants undertaking larger projects may frame their proposals as potential multi-year projects, with the understanding that continuous funding is not guaranteed. Proposals for subsequent year funding will be considered along with all other Project Ceres proposals for a given year.

Funds will be distributed in two installments. We ask for an invoice for half of the amount in the first month to start the project, and a second invoice at the end of the project, when all deliverables have been met. Amounts will be based on each program’s timeline for expected expenditures and accomplishments in the previous period.

All applicants (Tiers 1 and 2) are required to submit budget request forms along with their project proposal form.

### Funds Cover:

Funding can be used to cover the purchase of digitization equipment used for the project, preservation quality materials for housing resources post-digitization, and personnel salaries or wages. Regarding funding to cover librarians’ salaries, the general recommendation is that such costs should not exceed 50% of the total proposal budget, with the expectation that the institution will provide a match.

**Important note regarding indirect costs** **(F&A/institutional overhead):** Since these arrangements are cooperative agreements rather than grants, universities are not entitled to any portion of the funds.

**Cost Sharing:**

Matching funds, which are required for Tier 2 projects, may be for personnel salaries or wages (PI, other professional personnel, and/or support personnel), equipment, hardware, software, materials or supplies.

### Application Deadline:

The deadline for submitting an application is **March 18th, 2022**.

### Number of Applications Submitted:

There is no limit on the number of applications a single institution can submit. However, preference will be given to one project per institution applying. Additional projects for an institution would only be funded if funds were not exhausted. If submitting multiple applications please prioritize.

### Time Period to Expend Funds:

September 1, 2022-August 31, 2023.

### Reporting:

Progress reports associating accomplishments with expenditures should be submitted with invoices. For Tier 2 projects, a series-level bibliography of materials digitized/to be digitized is due by the end of the project year and may be submitted along with any of the periodic reports.

## Requirements

### Digitization:

Follow National Agricultural Library’s scanning specifications, found online at: <http://www.digitizationguidelines.gov/guidelines/>

### Digital Archiving:

Maintain a service copy and at least one back up copy. Contribute one digital copy to the National Agricultural Library Digital Collections.

### Print Archiving:

* Agree to retain holdings digitized for a minimum of five years and report regularly on conditions of archiving.
* Make print available if needed to re-digitize.
* Give CRL the “right of first refusal,” i.e., the option to accept deposit of the materials digitized in the event that a commitment to archiving those material ends.
* Disclose the following information about the print archive in which the print originals will be housed after digitization:
  + **Institution:**
  + **Archive Facility Type:** Campus Library open access/Campus Library Closed Access/Offsite Harvard Model/Offsite Other/Automated Storage and Retrieval System
  + **Target Temperature:**
  + **Target Humidity:**
  + **Fire Suppression:** None/Wet-pipe sprinklers/Dry-pipe sprinklers/Early Suppression Fast Response sprinklers/Chemical
  + **Facility Location and Brief Description:**
  + **Security:** Locked/Key Card
  + **Ownership:** Owned/Rented
  + **Shared:** Individual Use/Shared Use

### Accessibility: Institutions receiving funding under this program must:

* Post digital files and metadata on openly accessible web platforms upon completion of project.
* Expose metadata for harvesting by AgNIC.

### Metadata:

* Create MARC records conforming to CONSER standards for cataloging print journals or commit time to work with CRL cataloger to create or upgrade existing records to CONSER standard.
* Assign an ISSN for the title or cooperate with CRL staff to aid in the request for ISSN assignment.
* Use CRL provided online worksheet to record issue level holdings data with condition information. CRL will work with each participant to create a customized online worksheet for each title, and its holdings, being digitized.