Twelve Month Performance Report

Grant No. RD-10090

Digitizing the Hubert H. Humphrey Speech Text Files

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Minnesota Historical Society

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We are pleased to submit our second interim report at the 12-month point in our project to digitize the Hubert H. Humphrey speech files. The past six months of the project have been productive beyond our hopes, and we have succeeded in digitizing the complete speech texts very efficiently while managing to meet all of our quality expectations. We are also well into the digitization of a select group of speech sound recordings. Below are details on the project performance, organized by the ten project deliverables.

1. Submit complete reports by the deadlines in the Grant Award Summary.

This is the second interim report; the final report will be submitted at the conclusion of the extended grant period.

2. *Acknowledge the National Historical Publications and Records Commission in all print and electronic products that result from grant support.*

The NHPRC logo and a statement acknowledging the Commission's support has been added to the Humphrey speech texts inventory. In addition, the logo, a statement about the project, and a link to the NHPRC's website has been included in each month's project post on our *What's New* page.

The NHRPC was acknowledged in a presentation given by the Archival Metadata and Digitization Assistant to the Academic and Research Libraries Division of the Minnesota Library Association on April 26, 2013. The project was also highlighted in a "News from the Midwest" column in the April 2013 issue of the *MAC Newsletter*.

3. *Amount of cost share meets or exceeds the amount approved by the NHPRC.*

At this stage of the project our in-kind contributions are lower than we had intended..We will continue to contribute staff hours to the project through the September 30 project conclusion. Our purchases of studio equipment, computer hardware and software, furnishings, and housing supplies are significantly under budget, due to the fact that we were able to acquire several pieces of audio playback equipment in-house from our media services office at minimal cost. We will look for opportunities to make additional in-kind contributions.

4. *Scan an estimated 32,000 pages of speech texts from the papers of Hubert H. Humphrey.*

Digitization of the speech texts has been completed far beyond the promised target of 32,000 pages. By the end of our first interim report, we had already reached 93% of this target by completing 29,943 pages. By July 15, a full 12-months after we started this grant, we had digitized an additional 60,179 pages and had completed the entire series of speech texts. Our work included adding 15 cubic feet of material from a previously restricted and unprocessed accession that contained the master speaking copies Humphrey had used in his own autobiography. In total we scanned 90,122 pages contained in 4,173 files constituting 57.5 cubic feet at an average cost of $0.79 cents per page ($11.04 per file). All digital files were made into PDF/A files and were embedded in the existing finding aid as digital archival objects with linking illustrative thumbnails.

During the last two weeks of July, the Archival Metadata and Digitization Assistant had started to digitize Humphrey's Vice Presidential Speech Research and Miscellaneous Files. By the end of July, the Assistant had already completed 2,947 pages constituting 24 files at an average cost of $0.65 per page ($79.87 per file).

5. Digitize audio recordings of at least 50 of the speeches.

As of July 31, we have achieved substantial progress in digitizing a selection of Hubert Humphrey's speech recordings and on the preparation of an EAD inventory to all his sound recordings.

During this reporting period, we purchased an analog-to-digital converter, a mixing board, monitoring headphones and speakers, a power conditioner, computer hardware, and capture and conversion software for our sound studio. Our biggest concern here was acquiring playback equipment in good working condition at a low cost. To our great fortune, we inherited little-used, high-quality reel-to-reel and cassette recorders from our public events program that had long ago been replaced by a digital system. We also benefited greatly by the advice and expertise of Jesse Heinzen and Daniel Beck from our Media Services who helped us navigate the multitude of recording equipment and software options.

By mid-May the Archival Collections Cataloger had learned how to use the studio and we had finalized our metadata requirements. Procedures for embedding metadata and converting the files into BWAV and MP3 formats were honed by working with a set of WAV transfers that we had received from Minnesota Public Radio in exchange for their broadcast use. By the end of July, all 20 of the MPR transfers had been completed and another 54 transfers spanning the 1955-1970 period had been created. These 54 recordings represent about 21.5 hours of audio. Regarding time studies, we expected each analog-to-digital transfer would require the same length of time as the duration of the recording. We are pleased to report that the metadata application and file conversion procedures add less than 5 minutes to each transfer.

In our first report we included a list of desirable selections based upon a citation review of biographies and political histories. Both playback speed and tape quality have influenced that selection. Some selections had to be discarded in favor of new selections because our reel-to-reel deck cannot play tapes recorded at speeds less than 7 ½ ips. We have also learned that many of the cassette recordings are of poor sound quality or have already degraded to a degree beyond the capacity of this project.

During this same time period, the cataloger arranged another 33 boxes of sound recordings, created EAD component listings for each item, and added EAD encoding for the digital sound files to the draft inventory.

6. Make the scanned images and recordings available through the Society's website.

All of Humphrey's speech texts are now available as embedded digital content in the finding aid to the series (http://www.mnhs.org/library/findaids/00442.xml). Throughout the last reporting period, the inventory was updated and reposted each month with every file that had been digitized in the previous month.

Compared to the same time period a year ago, web use of the finding aid has more than tripled. On average, users viewed the inventory 58 times each month compared to just 18 times before the project began.

	Pageviews		
	FY2012	**FY2013**	**% change**
July	17	36	53%
August	21	36	42%
September	12	83	86%
October	31	83	63%
November	24	51	53%
December	21	51	59%
January	9	49	82%
February	9	66	86%
March	16	75	79%
April	15	51	71%
May	7	55	87%
June	35	58	40%
12 Month Total	217	694	69%

Average	*18*	*58*
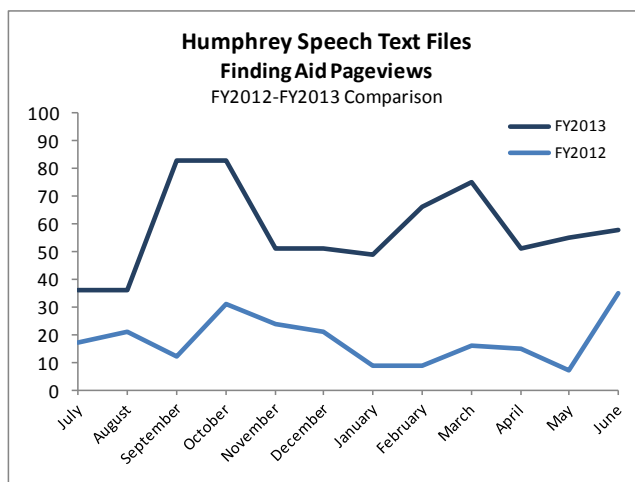
7. Create and keep up-to-date web pages that publicize the project and describe the processes and costs associated with preparing, scanning, and making available online these collections.

To promote the addition of new digital content each month, our *What's New* page featured a recurring article that focused on the major themes in Humphrey's speeches as well as the political and biographical events that occurred during each period that had been added (http://www.mnhs.org/library/findaids/index-WhatsNew.htm). We still plan to repost the inventory one last time at the end of August when these monthly posts will be repurposed as an expanded scope and content note.

The project team has also been meeting to review other project websites, discuss ideas, and draft text that will result in documentation to describe the processes and costs associated with this project.

8. *Keep the imaging costs below $3.55 per scan.*

The table below demonstrates our productivity upon completing the digitization of the speech text files. On average, over the course of twelve full months, our imaging time per page required slightly less than a minute at a cost of $0.79 per page.

Speech Text files: Digitization Costs per Page						
Month	Total number of pages	Total scanning time (minutes)	Total PDFA/QC time (minutes)	Total time (minutes)	Average time per page (minutes)	Average cost per page
July 16-31	1,576	1,425	303	1,728	1.10	$1.22
August	3,950	3,385	1,157	4,542	1.15	$0.97
September	3,449	2,225	775	3,000	0.87	$1.11
October	11,609	4,316	1,726	6,042	0.52	$0.33
November	1,579	606	229	835	0.53	$2.43
December	7,780	2,261	826	3,087	0.40	$0.49
January	9,485	2,213	1,013	3,226	0.34	$0.40
February	7,883	2,143	834	2,977	0.38	$0.49
March	9,723	2,120	882	3,002	0.31	$0.39
April	10,501	2,407	959	3,366	0.32	$0.37
May	7,774	1,867	867	2,734	0.35	$0.49
June	10,369	2,127	1,223	3,350	0.32	$0.37
July 1-15	4,444	907	612	1,519	0.34	$0.43
Total	**90,122**	**28,002**	**11,406**	**39,408**		
Average	*7,510*	*2,333.50*	*950.50*	*3,284*	*0.58*	*$0.79*

Because this project focuses on the digitization of an entire series and public access to complete files, we were also interested in learning what the average imaging costs were for each file. All total, 4,173 files had been digitized. On average, each digital file contained about 22 analog pages, required 9.44 minutes to produce, and cost $11.04 in staff hours.

Speech Text files: Digitization Costs per File				
Month	Total number of files	Average number of pages per file	Average time per file (minutes)	Average cost per file
July 16-31	30	52.53	57.60	$63.98
August	319	12.38	14.24	$12.03
September	303	11.38	9.90	$12.67
October	625	18.57	9.67	$6.14
November	75	21.05	11.13	$51.18
December	251	31.00	12.30	$15.29
January	370	25.64	8.72	$10.37
February	344	22.92	8.65	$11.16
March	305	31.88	9.84	$12.59
April	362	29.01	9.30	$10.60
May	448	17.35	6.10	$8.57
June	544	19.06	6.16	$7.06
July 1-15	197	22.56	7.71	$9.74
Total	**4,173**	**21.60**	**9.44**	**$11.04**

9. *Present information about project methodologies, results, and the availability of the collection though professional newsletters and other communication devices, and at conferences and local meetings.*

The project blog referred to earlier affords a web-accessible resource for keeping an interested community apprised of techniques and results associated with the project. The principal investigator continues to use the opportunity of conference and meeting presentations to point to the Humphrey Project as an example of how digitizing collection materials can be approached successfully at an *archival scale*, rather than a much costlier item-centered scale. Following the project's conclusion, more formal communication will be submitted to archival newsletters, scholarly outlets, and other media.

The Academic and Research Libraries Division presentation given in April by the Archival Metadata and Digitization Assistant highlighted the project's rationale, methodology, and results and is available on our Collections Management Toolkit (http://www.mnhs.org/library/findaids/CMToolkit/ProjectsPresentations/ARLDHHHpresentation.pdf).

10. *Publicize the project through press releases, public events, exhibits, Web site links, and brochures.*

Plans are underway for project staff to collaborate with our Collections Department to produce a bookmark publicizing the collection, its digital availability, and support by the NHPRC. These bookmarks are a standard giveaway the Society uses to promote its collections, projects, and websites. In addition, topical web guides maintained by our Reference Department are being reviewed to update information concerning the Humphrey papers. An external link to the complete speech texts was also added to the Wikipedia entry on Humphrey.