

A Case Study

You want to get what done when? Digitizing the Phog Allen Papers

Marcella Huggard, Manuscripts Coordinator, University of Kansas Libraries
Jocelyn Wehr, Digital Imaging Coordinator, University of Kansas Libraries
American Association of State & Local History 2018 annual meeting
Thursday, September 27, 2018, 3:15 p.m.

Agenda

- I. Project Background
- II. Process
- III. Challenges
- IV. Lessons Learned
- V. Q & A



I. Project Background

The main campus of the University of Kansas (KU) is located in Lawrence, Kansas. There are currently 28,447 students enrolled at the University.



Right: from University Archives, 1968

I. Project Background

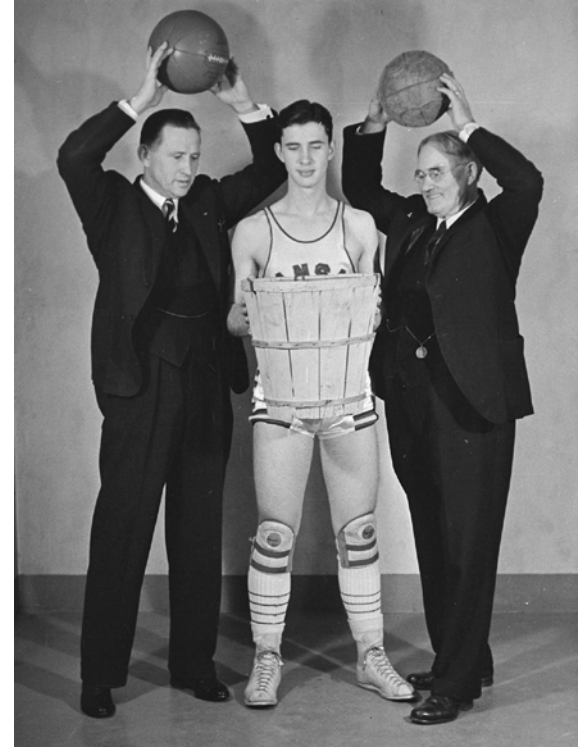


The Kenneth Spencer Research Library (one of seven libraries on campus) houses the University Archives, Kansas Collection, and Special Collections.

Left: from University Archives, 2018

I. Project Background - Phog Allen

- Forrest “Phog” Allen (1885-1974)
- Played for James Naismith, inventor of basketball
- Coached Dean Smith and Clyde Lovellette
- Recruited Wilt Chamberlain
- 590 wins in 39 years as head coach
- Department of Physical Education
- Athletic Director and basketball coach at KU



Right: from University Archives, ca. 1930

I. Project Background - Institutional Context

- Two-year project digitizing 20,827 basketball photographs
- DeBruce Center & the Rules of Basketball (Spring 2016)
- Institutional priorities – Libraries' Office of Communication and Advancement (OCA) & KU Endowment
- No financial support from KU Athletics



Right: from University Archives, 1939

I. Project Background - Crowdfunding

- <https://www.launchku.org/project/1716>

Preserving the Legacy of the Phog



\$20,345

40%

Raised toward our \$50,000 Goal
99 Donors

 PROJECT HAS ENDED
Project ended on April 08, at 10:00 PM CDT

> Project Owners



Share to Maximize
IMPACT <

Share 

Share 

Share 

I. Project Background - Crowdfunding

- Launched in February 2016
- Campaign ran February-April
- 10 of 99 donors were current employees of KU Libraries (contributed \$2,050)
- Incentives to donate: \$10 enters you into basketball tickets raffle
- Can no longer contribute via the crowdfunding page, but KUEA will still accept funds for this project
- 40% of goal for \$50,000 met

I. Project Background - Vendor

- Backstage Library Works (Utah) quoted .77¢ per page in 2014
- Scanning America (Kansas) quoted .44¢ per page in 2016
- Both quotes included image capture, post-processing, detailed file naming, image review, derivative file creation, and shipping costs.
- Shipping costs, level of image review, and vendor market share account for cost disparity.



I. Project Background - Vendor

- Close location made box recall possible
- \$5,000 donation from Scanning America
- Previous relationship + close location + donation = contract awarded
- Points for keeping private funds in state
- Site visit and sample images



I. Project Background - Project team

Project team members, first meeting October 2016

- (2) library administration
- (1) conservation
- (2) university archives
- (1) project manager
- (1) metadata
- (1) digitization
- (2) processing and description
- (9) student employees

Right: from University Archives, 1930s



I. Project Background - State of the records

Physical and intellectual state of “collection” at beginning of project

- Two records series, Basketball Coach’s records (24 boxes) and Athletic Director’s files (10 boxes)
- Folder inventories in database/spreadsheet format; no published finding aid for top level record group RG 66, Athletic Department
- Large amounts of material in each folder; some boxes overfull, other boxes emptier

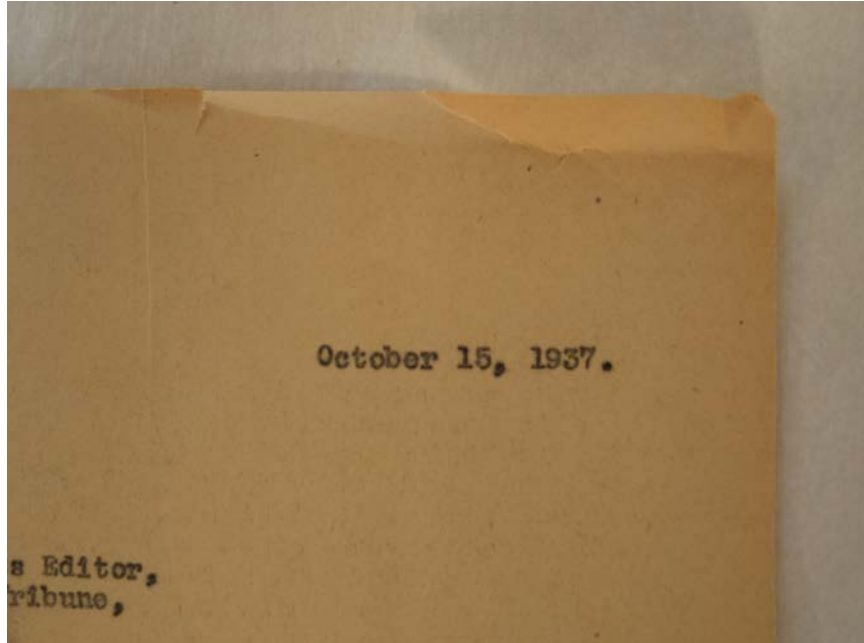
I. Project Background - State of the records

	A	B	C
1	Box No.	Folder Label/Contents	Date(s)
2	1	A	1937/38
3	1	A	1938/39
4	1	A	1939/40
5	1	A	1940/41
6	1	A	1941/42
7	1	A	1942/43/
8	1	A	1943/44
9	1	A	1944/45
10	1	A	1945/46
11	1	Allen Scholarship	ND
12	1	Allphin	1938/39
13	1	All-Star Basketball Game	1941/42
14	1	American Assoc. Health, P.E. & Rec. San Francisco, folder 1	1938/39
15	1	American Assoc. Health, P.E. & Rec. San Francisco, folder 2	1938/39
16	1	Applications	1933/34
17	1	Applications	1938/40
18	1	Applications	1940/41
19	1	Applications	1941/42
20	1	Appointment Blanks	ND
21	1	Archery	1938/39
22	1	A.S.T. Program	1943/44
23	1	A.S.T. Program	1943/44
24	1	Athletic Board	ND
25	1	Athletic Journal	1941
26	1	Athletic Office	1939/41

II. Process - Conservation

- Surveyed over 80,000 pieces of paper over course of 5 months
- Treated 5,335 items to repair damage and create best scanning copy:
 - Minimal mending where tears affected content
 - Minimal dry cleaning and accretion removal (RUBBER BANDS)
 - Ironing creases and folds

II. Process - Conservation



II. Process - Conservation

education for the benefit of all.
make good use of this extra time
house, playing pool, cards, listen
session as some of our present
e physical education staff at the
s that the curriculum committee s

II. Process - Processing

- Staple removal
- Reducing number of items in each folder - roughly 25 pages/folder
- Better labeling of folders
- Removal of oversize materials
- Weeding criteria and consulting with curator
- Reduced number of boxes
- Description in collections management tool ArchivesSpace
- Physical processing not as intense for AD's files



II. Process - Processing

Processing and rehousing reminders:

- **ALWAYS** use pencil; **NEVER** use pen.
- **DON'T** write directly on manuscript materials with which you're working. Be sure to clear a space on your table if you're writing on a folder or taking notes.
- Carefully remove all staples, paper clips, rubber bands, etc. Leave items loose and **IN ORDER** in each folder. If items are out of order when you are looking through a file and you can quickly determine which items belong together (such as through page numbers, etc.), go ahead and put those items back together.
- If folders are bulky (more than 25 pages), break up into multiple folders. Write on folders after folder title [1 of 2], [2 of 3], etc. Keep a letter and any accompanying items together, rather than splitting between folders.
- Make sure all items are facing forward when you open a folder.
- Verify folders are in alphabetical and chronological order within box before writing in folder number information; if not in order, put in alphabetical and chronological order (ONLY at file level, not at individual item level within folder)
- Tidy up items within folders, align papers with top of folder when work is complete
- Re-house folders in new acid-free boxes. Feel free to remove spacers and consolidate folders into fewer boxes. Label new boxes following convention found on existing box labels.

Labeling folders:

- Add to existing labels "66/13/3" or "66/11/4" on lefthand side and box/folder information on righthand side [create custom stamp for box/folder information]

Example:

66/13/3	A	1939-1940	Box 1 Folder 1
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Red flags:

These items may or may not remain in the collection, or they may need to be temporarily removed because they will not be digitized. When encountering, flag for review by your supervisor and the curator.

Sensitive material:

You are unlikely to encounter Social Security Numbers in these two records series. However, you may discover personnel information, medical or student information, or other documentation that may be of a sensitive or confidential nature. Flag those items to discuss with your supervisor.

- If you discover items that might have intrinsic value (e.g., the correspondence of famous people, etc.), mark the item with a flag and consult your supervisor.

Items to be discarded:

- Blank paper or letterhead
- Envelopes, unless they contain important information
- Duplicate copies of same item (check with your supervisor; these copies may be retained elsewhere instead of discarded)
- Scraps of paper with doodles, phone numbers, etc.
- Packing material, acidic folders

Do not throw anything out before the supervisor has reviewed the material. Your supervisor will advise you what to do with discards and duplicates.

Items to be reviewed (leave in place and flag for your supervisor and the curator to review):

- Travel documentation: vouchers, airplane tickets, and related materials
- Unannotated photocopies of secondary sources – newspaper articles, clippings, etc.
- Routine financial documentation: vouchers, monthly financial statements, invoices

II. Process - Processing

The screenshot displays the ArchivesSpace web interface. At the top, the ArchivesSpace logo is visible, along with navigation options like 'Home', 'Resources', and 'Basketball Coach's records / Edit'. A search bar and user profile are also present. The main content area shows a list of series under 'Basketball Coach's records', with 'A, 1941-1942' highlighted. Below this, the 'Basic Information' tab is active, showing the title 'A' and the RefID 'a2f9e22c8a4e710d42c250f07ebf311'. The interface includes various action buttons like 'Save', 'Add Event', 'More', 'Suppress', and 'Delete'.

- Finding aid for Basketball Coach's series available at:
<http://hdl.handle.net/10407/0273037559>
- Also available through local catalog and WorldCat:
<http://www.worldcat.org/oclc/1001957503>
- (Athletic Director's series finding aid not published yet)

II. Process - Publication

Guide to the Phog Allen Papers in the Basketball Coach Records

Basketball Coach's records

COLLECTION SUMMARY

Creator: Allen, Forrest C., 1885-1974; University of Kansas, Athletics Department
Title: Basketball Coach's records
Dates: 1933-1955
Quantity: 21 linear feet (21 boxes + 2 oversize boxes)
Abstract: This series, from the Athletics Department record group at the University of Kansas, consists of correspondence and related materials from the basketball coach's office when Forrest C. "Phog" Allen held the position. It also contains records from Allen's position as head of the Department of Physical Education, a position he held concurrently for several years. Topics include but are not limited to basketball conferences and tournaments; coaching schools, committees with which Allen worked; interactions with other offices, colleges, and schools at KU; the National Association of Basketball Coaches and the National Collegiate Athletic Association (NCAA); physical education curriculum; how World War II affected KU; recruitment for KU Athletics; and correspondence with and regarding notable athletes. The records are organized alphabetically by topic or correspondent's family name.
Language: English
Call Number: RG 66/13/3
Repository: University of Kansas
Kenneth Spencer Research Library
1450 Poplar Lane
Lawrence, KS 66045-7616
ksrref@ku.edu
URL: <http://spencer.lib.ku.edu/>
Finding aid compiled by bas, 2017. Finding aid encoded by bas, 2017.
This finding aid was produced using ArchivesSpace on 2018-01-02 09:46:00 -0600.

BIOGRAPHY of Forrest C. Allen

Forrest Clare "Phog" Allen, was born November 18, 1885 in Jamesport, Missouri. Allen matriculated at the University of Kansas in 1905 but only attended for one year because of financial reasons. While still a student at KU he was invited to coach the Baker University basketball team and did so from 1905-1908. He briefly coached the KU basketball team from 1907-1909 and the Haskell Indian Institute basketball team from 1908-1909.

INDEX TERMS

Organizations:

University of Kansas -- Basketball

Subjects:

Basketball
Basketball -- Kansas -- Lawrence

Administrative Information

Preferred Citation

Phog Allen papers in the Basketball Coach's records series, RG 66/13/3, Kenneth Spencer Research Library, University of Kansas

COLLECTION DESCRIPTION

Correspondence under A

Box 1	Folder 1-3	A 1937-1938
Box 1	Folder 4-6	A 1938-1939
Box 1	Folder 7-10	A 1939-1940
Box 1	Folder 11-13	A 1940-1941
Box 1	Folder 14-16	A 1941-1942
Box 1	Folder 17-21	A 1942-1943
Box 1	Folder 22-25	A 1943-1944
Box 1	Folder 26-32	A 1944-1945
Box 1	Folder 33-35	A 1945-1946
Box 1	Folder 36	Allen Scholarship 1942
Box 1	Folder 37-38	Herbert G. Allphin 1938-1939
Box 1	Folder 39	All-Star basketball game 1941-1942

II. Process - Publication

The screenshot displays the OCLC WorldCat interface. At the top left is the OCLC WorldCat logo. A search bar is located at the top right with a search button. Below the search bar are links for 'Advanced Search' and 'Find a Library'. A navigation bar contains icons for 'Cite/Export', 'Print', 'E-mail', 'Share', and 'Permalink'. Below this is a secondary navigation bar with 'Add to list', 'Add tags', 'Write a review', and 'Rate this item' (with a star rating). The main content area features a large empty box on the left and a metadata section on the right. The metadata includes the title '[Basketball coach's records]', author 'Forrest C. Allen; University of Kansas, Athletics Department', publisher '1933-1955', edition/format 'Print book : Manuscript' and 'Archival Material : English', and a rating of '☆☆☆☆☆ (not yet rated)'. A 'Borrow / obtain a copy' link is present. Below the metadata is a section titled 'Find a copy in the library' with a 'Details' sub-section. The 'Details' section lists 'Genre/Form: Finding aids', 'Material Type: Manuscript', 'Document Type: Book, Archival Material', and 'All Authors / Contributors: Forrest C. Allen; University of Kansas, Athletics Department'. A search box for 'Find more information about: Forrest C. Allen' is provided. The 'OCLC Number' is 1001957503. The 'Notes' section contains a title devised by the cataloger and a detailed description of the collection's contents. The 'Description' is '21 linear ft.' and the 'More information' link points to a 'Finding aid'.

OCLC WorldCat®

Advanced Search Find a Library

Cite/Export Print E-mail Share Permalink

Add to list Add tags Write a review Rate this item: ☆☆☆☆☆

[Basketball coach's records].

Author: [Forrest C. Allen; University of Kansas, Athletics Department](#)

Publisher: 1933-1955.

Edition/Format: Print book : Manuscript Archival Material : English

Rating: ☆☆☆☆☆ (not yet rated) [0 with reviews - Be the first](#)

[Borrow / obtain a copy](#)

Find a copy in the library

Details

Genre/Form: Finding aids

Material Type: Manuscript

Document Type: Book, Archival Material

All Authors / Contributors: [Forrest C. Allen; University of Kansas, Athletics Department](#)

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Description: 21 linear ft.

More information: [Finding aid](#)

II. Process - Digitization

- Technical standards: 400 ppi, 24-bit, RGB, uncompressed TIF
- Plustek OpticBook A300 flatbed scanner
- Requested overscan, backsides with content except newspaper clippings, retained scans of physical duplicates, and skipped removal notices
- Searchable PDF derivative with uncorrected OCR
- Delivery via external hard drives
- Initial time estimates
- Vendor picked up all 21 boxes from KU Libraries on November 27, 2017
- KU Libraries scheduled to receive the last box from vendor in December 2018

II. Process – Digital Repository

- LUNA → Islandora
- Long-term preservation
- User-friendly
- <https://digital.lib.ku.edu>
- 3 TB of Phog papers
- In addition to future Omeka site to showcase items of interest

The screenshot shows the KU Libraries Digital Collections website. At the top is a blue navigation bar with the KU logo, the text "KU Libraries Digital Collections", a search box containing "This collection", and a magnifying glass icon. Below the navigation bar is the main heading "KU Libraries - Digital Collections". Underneath, it says "Digital collections at the University of Kansas Libraries". The page displays a grid of ten digital collection thumbnails, each with a representative image and a caption:

- Central American Broadside**: A document titled "MANIFIESTO A LOS PUEBLOS DE LA REPUBLICA."
- John Gould Ornithological Collection**: A detailed illustration of a bird in its natural habitat.
- Joseph Pennell Photography Collection**: A black and white photograph of a woman playing a guitar.
- Kansas Collection**: A grid of small, individual portrait photographs.
- Kansas Sanborn Maps**: A colorful historical map showing the Kansas River and surrounding areas.
- Leon K. Hughes Photography Collection**: A black and white photograph of a group of people, possibly a family, gathered around a table.
- Robert B. Riss Collection**: A handwritten letter on aged paper.
- Rossetti Family Collection**: A black and white portrait of a man with a beard.
- University Archives Videos**: A black and white video still showing a group of people in a large, open space.
- World War II: The African-American Experience**: A black and white photograph of two men in military uniforms.

Klawuhn
 Wheeler 3/23/39
 5 - 1 - 1/2
 2 - 0 - 1
 9 1/2 - 1 - 2
 2 - 1 - 1/2

Used "Phy Allen" shoe

6 - 1
 6 1/2 - 1
 7 - 1
 7 1/2 - 1
 8 - 1
 8 1/2 - 11
 9 - 11
 9 1/2 - 11
 10 - 11
 10 1/2 - 11
 11 - 11
 11 1/2 - 11
 12 - 1

BASK-O-LITE GOALS will do for you what they are doing for hundreds of schools and public gymnasiums . . . INCREASE ATTENDANCE

Provide a way for your spectators to get new thrills and new excitement from the game and you have a logical way to INCREASE ATTENDANCE. It is a proven fact that Bask-O-Lite Goals will accomplish that purpose.

Spectators everywhere hail these new goals with great enthusiasm. Read the recommendations listed in this folder. Note particularly how one comparatively small school paid for its Bask-O-Lite Goals from the added receipts of just one exhibition game.

LEGALIZED . . . NOW AN OFFICIAL BASKET

The 1937-38 National Rules Book (Rule No. 3) of the National Rules Committee, says:

"This does not prohibit the use of the rigid double ring type basket that causes a light to flash."

MODERNIZE NOW . . . "Down with the old—Up with the new"

BASKETBALL AUTHORITIES CLAIM IT—"THE GAME'S OUTSTANDING IMPROVEMENT." By no means is it just a new gadget that interests only the spectators. Players like Bask-O-Lite because it is a rigid type goal—it is easier to hit—the net is always in the same position. The fact that three lights flash when a goal is made may be termed "a reward" for the player who has scored.

Officials like to work a game played with Bask-O-Lite Goals. There is more freedom to watch the players when a goal is attempted—no "did the ball go in the net or not" decisions. As you plan for increased spectator interest, keep your equipment modern with Bask-O-Lite. Install this modern equipment NOW.

Sold by leading sporting goods distributors. Ask them or write—

THE BASK-O-LITE CO.

New Albany, Indiana

New PRACTISE BASKET

ignition to Bask-O-Lite without the electrical mechanism. Here's an ideal basket for practise use.



* Import

1. FOOL PROOF. (M. goes through the basket directly behind as it goes through the backboard. The same happens to the net.)
2. ELIMINATES ALL Di Spectators in any part of a goal is made. The up after a goal is made Bask-O-Lite is correct.
3. AN OFFICIAL BASK National Rules Com

Nebraska vs. Missouri

Brewer Field House, January 13, 1940

GIVE THE BOYS A CHANCE

DON'T SMOKE

MISSOURI

- 20 Bangert, Keith (F)
- 14 Berger, Howard (G)
- 15 Cooper, Clay (F)
- 18 Currence, Blaine (C)
- 13 Evans, George (G)
- 10 Gregg, Herbert (F)
- 12 Harvey, Don (F)
- 11 Harvey, William (F)
- 21 Lobsiger, Jno., Capt. (G)
- 19 Mills, Loren (G)
- 22 Nash, Martin (G)
- 23 Tison, Haskell (C)
- 17 Watson, Arch (F)

NEBRASKA

- 10 Wolf, Jean
- 12 King, Lyle
- 13 Rhoades, Ray
- 15 Garey, Robert
- 16 Schulz, Don
- 19 Van Buskirk, Leonard
- 20 Grote, Herbert
- 21 Therien, Robert
- 22 Uhlman, Fred
- 32 Dunker, Leonard
- 33 Livingston, Leslie
- 34 Vacanti, Charles
- 35 Radtke, Warren
- 36 Pitscaithley, Harry
- 42 Pitz, Don
- 43 Pollock, Don
- 44 Hay, John
- 45 Tallman, Frank
- 46 Goetze, Hartmann
- 47 Held, Sidney
- 48 Randall, Al
- 55 Yaffe, Irvin

High School Basketball (Cont.)

ROY MITCHELL, Hutchinson- Did not look so hot at the tournament, but apparently was playing considerably below par. Is about 6'1", I believe, and his brother is around the same height. The Mitchell boys had practically the same point average in Ark Valley play, so Roy must have just been off. He did not appear to be as aggressive as Guy, however, and played in the back line part of the time. Hutchinson's favorite setup was a double post with the Mitchell boys playing them, but they did not use this all of the time. A junior.

DANNY SIDENER, Ark City- This boy made the Capitol's at guard,

Harris' Cafe, Inc.

Where Missouri Men and Women MEET AND EAT

EDDIE GIBBONS and His Band

Immediately After the Game

DANCING

PROBABLE STARTING LINEUPS

MISSOURI	POS.	NEBRASKA
11 Harvey, Wm.	F	Pitscaithley 32
15 Cooper	F	Tallman 45
18 Currence	C	Randall 48
21 Lobsiger (Capt.)	G	Held 47
22 Nash	G	Pitz 42

III. Challenges - Crowdfunding

- Know your platform options
 - ScaleFunder
 - GoFundMe
 - Kickstarter
 - Indiegogo
 - Reveal Digital
 - GiveCampus



GIVECAMPUS



KICKSTARTER

REVEAL
DIGITAL

- Do you get the money even if you don't meet your goal?
- Are there service fees? Other possible hidden costs?

III. Challenges - Crowdfunding

- Will you offer incentives (perks/gifts) for donors?
- How do you provide project updates?
- Do you have a social media presence to promote the project?
- How do you build donor interest and maintain a donor base?



University of Kansas Libraries

February 23, 2016 · 🌐



Jayhawks, are you proud of the legacy of basketball at The University of Kansas? YOU can be part of the efforts to preserve the incredible history of Kansas Men's Basketball and legendary Coach Phog Allen!

Visit www.launchku.org/phog to learn more & make a gift today! #RockChalk



YOUTUBE.COM

Cordially yours, Forrest Allen: Preserving the legacy of the Phog

Visit www.launchKU.org/phog to make a gift today!

Your support will provide for the digitization of more...

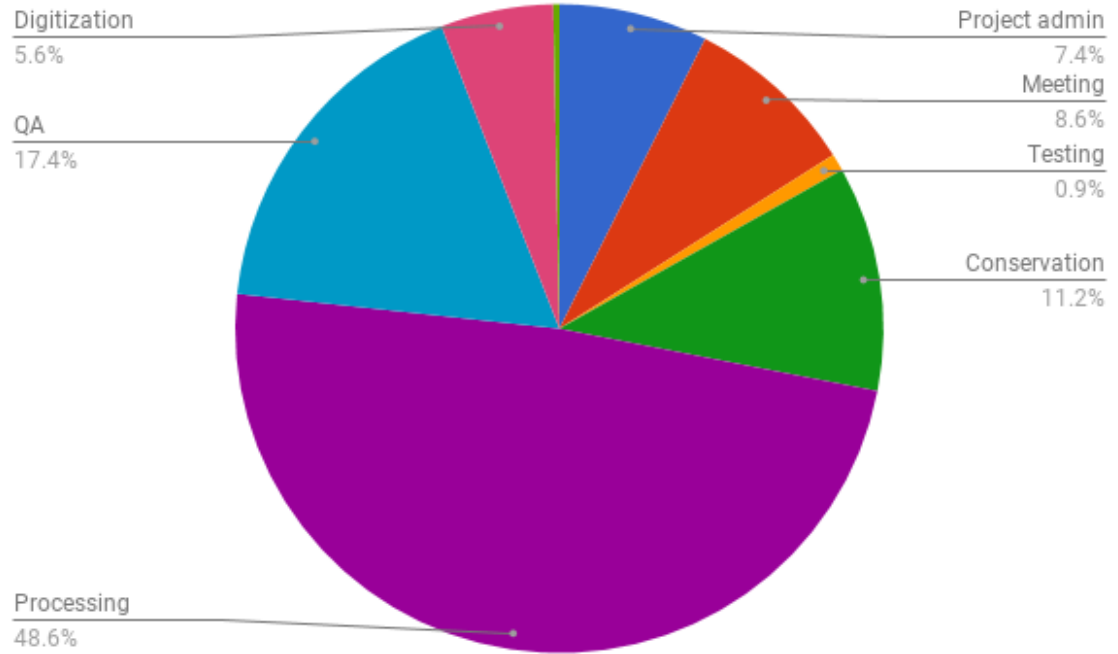


TRUTH BOMB

III. Challenges - Actual process

Projected time spent on project

- Project admin: 74 hours
- Meetings: 85.5 hours
- Testing: 8.5 hours
- Conservation: 111.75 hours
- Processing: 484.5 hours
- QA: 173 hours
- Digitization: 56 hours
- Communications: 3 hours

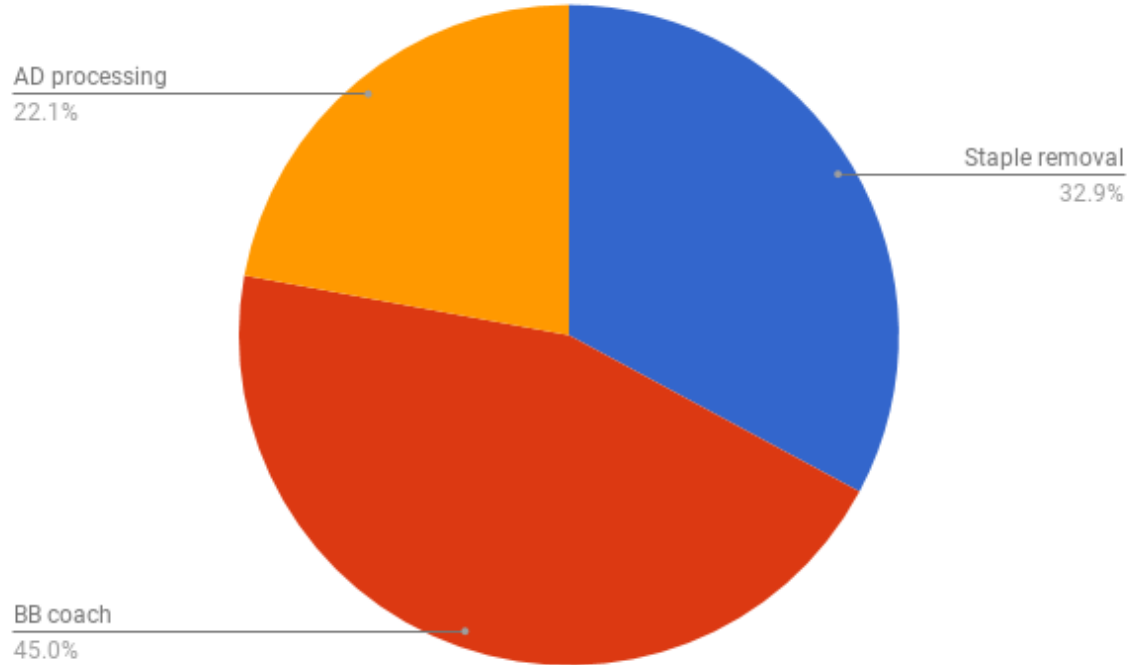


TOTAL STAFF TIME: APPROXIMATELY 1,000 HOURS

III. Challenges - Actual process

Processing hours
breakdown:

- Staple removal: 159 hours
- Basketball coach processing: 218 hours
- Athletic Director's processing: 107 hours
- Approximately 484 hours



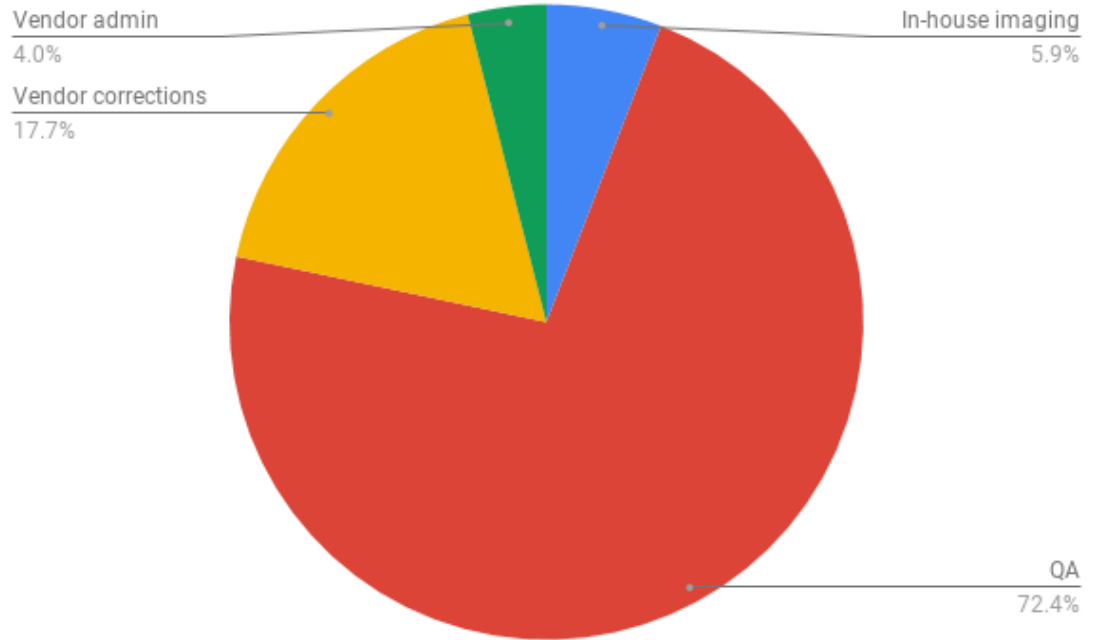
III. Challenges - Actual process



III. Challenges - Actual process

Digitization hours breakdown:

- Vendor contact: 9.5 hours
- In-house: 14 hours
- QA: 172 hours
- Corrections: 42 hours
- Approximately 237.5 hours



In sum:

- 1,000 hours staff time
- 1,500 hours vendor time
- Project not completely funded by crowd-funding
- Crowd-funding only covered external vendor costs for 1 records series
- Went forward anyway



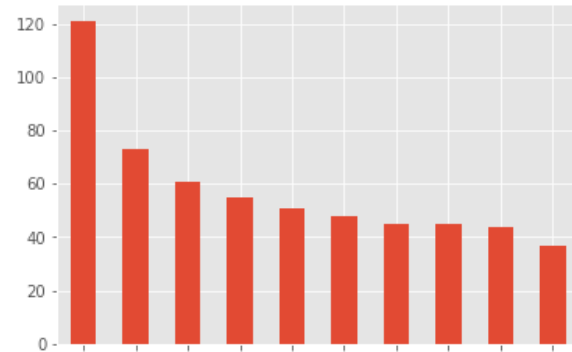
IV. Lessons Learned - Communications

- Early identification and involvement of all internal players
- Expectations management - internal
- Expectations management - external
- Internal communications
- Communications with vendor

IV. Lessons Learned - Project Management

- Have a specific amount of money in hand, so you don't waste time coming up with possible scenarios for 'x' or 'y' or 'z' amount of money
- Existing processes can be modified to meet project needs--don't reinvent the wheel
- More thoughtful selection of future (crowd-, grant-funded) projects. Use assessments, examine resources involved, etc.

Top 10 page views of basketball photographs since September 2015



University of Kansas Men's Basketball Team - University Archives	121
Danny Manning, Basketball Player - University Archives	73
University of Kansas Women's Basketball Game - University Archives	61
University of Kansas Men's Basketball Game - University Archives	55
University of Kansas Men's Basketball Game vs. University of Oklahoma - University Archives	51
University of Kansas Men's Basketball Game vs. University of Colorado - University Archives	48
1951/1952 basketball team - University Archives	45
Basketball practice - University Archives	45
1898/1899 basketball team - University Archives	44
1907/1908 basketball team - University Archives	37

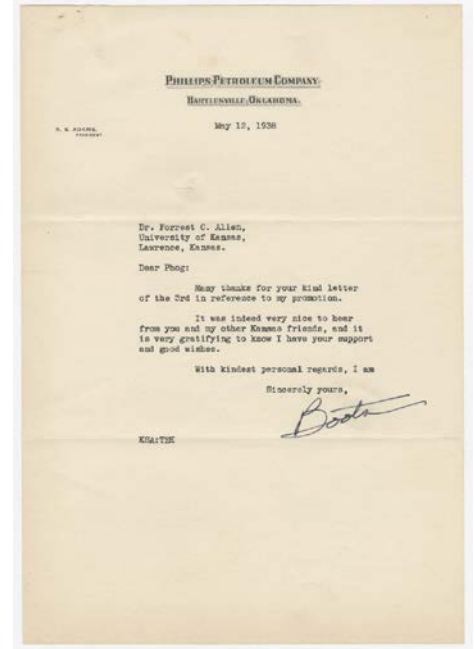
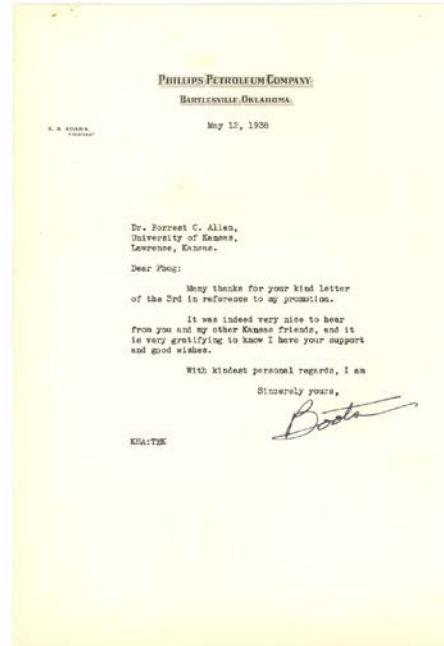
IV. Lessons Learned - Outsourcing vs. In-House

Do you need to outsource?

- Do you have staff trained in conservation and/or digitization?
- How challenging or complex is the material format?
- What physical state is it in?
- Do you have the proper equipment?
- Do you have the administrative time and resources?
- Do you have students/volunteers, or will you hire short-term project staff?
- Will you have concurrent projects?
- Do private funds mean you have to use a private company?
- Can you subsidize the work involved?

IV. Lessons Learned - Vendor Relations

- Formal Request for Proposal (RFP) process encourages competition
- Don't take glowing vendor reviews at face value
- Specify FADGI 4-star compliance in vendor contract



Questions?

Marcella Huggard
Manuscripts Coordinator
mhuggard@ku.edu

Jocelyn Wehr
Digital Imaging Coordinator
jocelyn@ku.edu

Right: from University Archives, 1955

