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| **Project Name** |
| Civil War Letters |

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| **Start Date** | **Finish Date** |
| **Grant timelines, if applicable**  RRLC RBDB Grant, Oct 2017-Sep 2018. Monthly time logs required. Status report due March 2018, final report due Sept 2018. | |

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| **Project Contributors** |
| Lindsay Stratton – scanning, transcription, metadata  PLS – upload to NYH |

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| **Collection Description** | |
| Type of materials | Hand written letters on paper, with envelopes. |
| Extent of materials | 118 letters; multiple pages, most with envelopes. |
| Item Inventory | Original scan log – Civil War\_Civil War Letters\_GridData.xls |
| Existing description, metadata, finding aid, etc. | None |
| NY Heritage Metadata | CWL\_Metadata\_Master.xlsx |
| OWWL Catalog Record |  |

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| **Permissions** | |
| Copyright | No Copyright - United States; <http://rightsstatements.org/vocab/> NoC-US/1.0/ |
| Access notes/restrictions | Scanning, transcription, and description of this collection funded by a grant from the Rochester Regional Library Council. |
| Citation note | Please attribute Naples Public Library and the Civil War Letters Collection in use of this image. |

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| **Equipment** | | |
| Equipment used | EPSON V39; 600 dpi; 24 bit color; 3004x4823 pixels; no compression | |
| PLS Digitization Equipment needed? | Yes – scanner and laptop | **Scheduled** |

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| **Digital File Specifications & Management** | |
| File Naming | Preservation and raw backup: cwl\_aut\_YYYYMMDD\_####.tif; cwl\_aut\_YYYYMMDD\_####.jpg  Access / for upload: cwl\_aut\_YYYYMMDD\_p##.jpg; cwl\_YYYYMMDD\_p##.txt (transcription); metadata.txt |
| File Location/Folder Organization | C:\Users\lstratton\Desktop\Civil War Letters  > Raw  > Working  > AUT YYYY-MM-DD |
| File and Time Log | CWL\_TimeLog.xls |

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| **Digital storage** | |
| Preservation files to PLS for Archive server | Sep 2018 |
| All files (preservation, backup, and access) to local storage (cloud, portable media, etc.) | Google Drive [URL]  external hard drive (labeled “Digitization Projects 2017” on shelf in office, no security/password) |
| Access copies uploaded to New York Heritage | Sep 2018  <https://cdm16694.contentdm.oclc.org/digital/search/searchterm/xei002> |