Fort Story's Rich Military Heritage: a Digital Photograph Preservation Initiative

JEB Fort Story Library

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INFO 520: Grant Proposal

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Executive Summary

The Joint Expeditionary Base Library Little Creek – Fort Story proposes to create a digital archival database of previously unknown wartime photographs currently stored in the library's vertical file collection. The library's goal is to preserve the historical value of the photographs for posterity while promoting public awareness of its existence through increased access. It is our desire that the database be used for military research purposes, recreation, scholarship, and learning (Lopatin 2006, Kenney and Rieger, 2002). The library is seeking grant funding for the project from12-24 months in the amount 51,689 from the Navy General Library Program which has funded similar endeavors in the past.

Setting

Fort Story Community

Fort Story is located on the shores of the Chesapeake Bay and Atlantic Ocean in Virginia Beach, Virginia. From its inception as a military installation in 1914, Fort Story was an Army post that served as a sub-installation of Fort Eustis's Transportation Command from 1946 until its merger with Little Creek Naval Amphibious Base in Norfolk, Virginia in October of 2009 (History of Fort Story, 2011). Today, the two bases combined together are collectively known as Joint Expeditionary Base Little Creek - Fort Story.

With facilities located at both Little Creek and Fort Story, the Joint Expeditionary Base Library functions as the educational, recreational, and general information resource center on Little Creek and Fort Story by providing full library services to retired, active, and reserve military personnel on base and in the area from neighboring communities. *The library's goal is to provide fast and easy access to required information to allow the Sailor, Soldier, and Marine to concentrate on the mission.*

Currently, the base is home to 1,228 active duty military personnel, and 6,100 family members. Of that concentration, the Army's 11th Battalion, comprised of Headquarters and Headquarters Detachment (HHD), the 119th, 159th, and 368th, Cargo Transportation Companies is the largest group of active duty military personnel. Other tenant organizations on Fort Story include the Army School of Music, two Navy Explosive Ordinance Disposal (EOD) units, the Marine Corps Training and Advisory Group, the U.S. Coast Guard and a reserve center with an additional 826 Army reserve personnel. There are approximately 163 government employees (Department of the Navy and Army) and contractors who work on Fort Story full time (History of Fort Story, 2011).

Library Collection

As the only Morale, Recreation, and Welfare (MWR) library in South Hampton Roads, a region that houses five military installations including the world's largest naval base, the Joint Expeditionary Base Library at Little Creek and Fort Story serves a multitude of purposes. At the Fort Story location where the proposed project & initiative will take place, there are approximately 38,000 materials in a collection that consists of adult, young-adult, juvenile fiction, non-fiction, and reference titles to include college study guides, military study guides,

pamphlets, and military literature. Other items available to Fort Story Library users are DVDs (3,500 titles), Audiobooks (500 titles), and video games for Sony PlayStation III, X-box 360, and Nintendo Wii approximately (130 titles).

There is a music CD collection at the Fort Story location only of (520 titles) and a collection of pre-loaded portable Audiobooks by PlayAway (150 titles). Fort Story Library subscribes to 30 periodicals, 4 national newspapers and two local papers, the Virginia Pilot and Daily Press. Both locations at Fort Story and Little Creek each maintain recommended professional military reading lists, the U.S. Army (at Fort Story) and the U.S. Navy (at Little Creek) with title suggestions for military personnel that range from junior enlisted soldiers to senior non-commissioned officers, warrant officers, and field grade officers. The Fort Story Library in particular features an extensive collection of military history books and maps from the Revolutionary war to present day military conflicts such as the wars in Iraq, and Afghanistan.

Library Patrons

Active duty Army, Navy, Marines and their family members comprise the vast majority of Fort Story Library patrons along with a large population of retired military personal who reside within the commuting area. Other groups that use the library regularly are reservists, temporary military personal on school assignments, federal civilian workers, and military contractors who work on the base. Many retirees from outside the communing area, the Washington D.C. metro area for example, often make use of the library while vacationing on base. Fort Story is the home of three historic landmarks one of which is the old Cape Henry Lighthouse built in 1791. Vacationers often stay at the Cape Henry Inn beach resort which is run

by the Armed Forces Recreation Centers (AFRC).   Active duty and retirees also rent log cabins or bungalows while visiting. The base campgrounds are very popular as well.

Fort Story library patrons use the library which is open 6 days a week, to study, complete homework assignments, check email, surf the net, rent movies and borrow books; a maximum of 35 materials (2 DVDs, 1 Video Game) can be checked out for a 14 day loan period at any given time.

Library Staff

The Joint Expeditionary Base Library Little Creek – Fort Story has a total combined staff of 8 employees; two librarians and six full time paraprofessional staff members. Catherine Peterson serves as the current Library Director. Catherine has 25 years experience in government libraries. She holds a bachelor's degree in English literature and an MLS degree from Kent State University. Prior to coming on board a year ago as the director at Little Creek – Fort Story Library, Catherine served as Library Director for 10 years at the Naval Air Station Pensacola's base Library and was a Technical Services Librarian in the Acquisitions Department at the U.S. Army War College in Carlisle Barracks, Pennsylvania for 5 years.

Monique Walsh serves as the sole staff librarian and currently divides her time between Little Creek and Fort Story Library. Monique has twenty years experience in government libraries as a Reference Librarian. She holds a bachelor degree in History from the University of North Carolina Chapel Hill and an MLS degree from Florida State University. Prior to working at Fort Story Library, Monique was a Reference Librarian at the Army Transportation School Library on Fort Eustis for 15 years. Of the remaining library staff; four employees work full time at the Little Creek location, a GS7 Library Technician, a GS5 Administrative Assistant and

two NAF2 Library Assistants. At the Fort Story Location there are only two full time staff employees, a GS6 Library Technician and one NAF 2 Library Assistant.

Statement of Need

A History in Photos

Throughout the years as various Army units have been designated, reassigned, or deactivated, the mission of Fort Story has changed and evolved over time. The base's first assignment as a new military installation was to function as a field artillery post prior to the First World War. Later when America entered the war, Fort Story's mission shifted to Coastal defense of the Chesapeake Bay in conjunction with Fort Monroe and Fort Wool in Hampton, Virginia. After the war ended a period of inactivity ensued that would last until the beginning of World War II.

During the Second World War, the Harbor Defense Command at Fort Monroe was moved and established at Fort Story. A massive build up was required as a result. In September 1944 near the end of World War II; Fort Story underwent another major transformation as the post was converted into a hospital for recuperating veterans returning from combat duty. The hospital would serve over 13,472 patients before finally closing its doors in March 1946 (History of Fort Story, 2011).

When Fort Story was selected for merger with Little Creek Naval Amphibious Base by the (BRAC) Base Realignment and Closure Committee in 2005, senior military personnel from the Army and Navy met and began to develop plans and procedures to ensure a successful joint basing of the two organizations once completed. To prepare for the transition from Army to Navy command; building renovation projects were undertaken throughout the post as many of

the buildings on Fort Story built before and during World War II were not up to Navy standards.

Though the current staff at Fort Story is unsure when the library first opened, it was obvious that a building renovation was sorely needed. Fort Story's library collection was housed in one of the oldest buildings on post. Constructed entirely of wood framing, the library was a 60-year-old two story World War II Barracks style building that once had been a movie theatre. The building was selected for extensive renovations as a result. The library renovation project began in the summer of 2007 and took nearly two years to complete.

Before building renovation could begin however at Fort Story Library, everything in the building including the contents on the second floor had to be removed from the premises. Moving the items from the second floor proved to be a particularly daunting challenge as many items (empty filing cabinets, old furniture, discarded shelving, boxes etc.) had accumulated there over the years largely forgotten as the library personnel changed from time to time. To prepare for the renovation project, the staff combed through the items in the storage space and discovered among its contents a collection of 168 photos of Fort Story and the surrounding area from World War II neatly tucked away in an unmarked box with other miscellaneous items from the past. Pictures of recuperating soldiers, the convalescent hospital and grounds were among the photos found. Someone had collected photos over many years as a few photos from the Vietnam War era were discovered among the group.

Photography Dilemma

A rare find, the photos were carefully removed, and sorted. The entire collection is now stored in the library's vertical file collection with other local memorabilia and objects collected or donated over the years from military tenant organizations on base to local retirees from the

area. Acid free photo sleeves and storage containers that meet museum quality standards for photography preservation and maintenance were purchased for the collection from an archival storage company. The files are maintained in a room temperature controlled environment to further ensure the safety of the photos.

Despite the fact that vertical file collections if properly maintained are wonderful sources of information regarding an areas local history, the file's contents are not often used, ignored by today's library users who favor the internet instead for their information seeking needs. Though the photos serve as primary sources of information about the Army and Fort Story's past; the collection itself along with other photos maintained in the library's vertical files remain a mystery, unknown to the local community and the world at large with the exception of the staff at Fort Story library (Anderson, 2001).

Project Proposal

Goals & Objectives

Fort Story Library proposes to digitize its entire collection of approximately 300 Army wartime photos from World War II to the present by transferring the photographic data from its current analog state into digital format. Our objective is to preserve the historical value of the photos for future generations while maintaining the data integrity of the original collection. This process can be accomplished with minimal impact or damage to the photos by scanning each photograph using a flatbed scanner. Only photos in the best condition will be scanned and a digital camera will be used to handle remaining photographs in less than ideal condition (Baggett, 2004).

At or near the end of the project's completion, the new database, a digital archive photo collection will be featured on the library's website and linked to the card catalog (OPAC) for patron and public usage. Our goal here is to share this unique and marvelous collection not only with the library community at Little Creek and Fort Story, but world at large through military research, recreational use, scholarship, and learning (Lopatin 2006, Kenney and Rieger, 2002).

To complete the project, Joint Expeditionary Base Library Little Creek - Fort Story is seeking grant funding of $51,689.87 from the Navy General Library Program an institution that has supported several digital preservation project initiatives in the past through grant funding, most notably the Naval Heritage Command's digital photographic archival collection of Navy photographs during World War II.

Methodology

Timing and Schedule

The project will be conducted on site at the Fort Story Library location in stages to be completed within a 12-24 month time frame.   Additional staff will be hired to help with the process. Catherine Peterson, the library director for Joint Expeditionary Base Little Creek – Fort Story has contacted several organizations (the Library of Congress and the Library of Virginia) for advice and consultation for the project. Stage one will begin with the selection of photos for the database. During this stage, archival supplies will need to be purchased to include, acid free marking pens and cotton gloves to handle the photos (Blackburn, Bower, Starkey, 2008).

The new librarian archivist will examine photographs for damage (dirt, cracks etc.) and will restore (clean up) the photos if necessary. One of the many benefits of having a digital photo archival collection is that it "allows for close and extended observation of materials without

physical damage to delicate originals" (Werts, p. 12, 2010). Also during this stage, every attempt

will be made to contact the owner of the photos for identification and copyright purposes though

most photos should be in the public domain. Reference Librarian Monique Walsh has been

tasked to spearhead this part of the project.

After the photos have been tagged, identified if possible and labeled, stage two of project

begins with the librarian archivist training the staff (library technician) how to handle the photos

when using the scanner and using the digital camera to create new image files. Cotton gloves are

worn to eliminate any chance of fingerprints. Great care is taken during this time to ensure that

the photographs are properly handled according to current established procedures and methods

(Vermillion, 2007). Graphic designers from the marketing Department at Little Creek are sent

over to train the library staff how to crop, rotate, and resize images once they are scanned into

the computer using Adobe Photoshop. All images are scanned in color and grayscale at a

resolution of 600 dpi as tiff and jpg files. A second image or thumbnail of the original photo is

created at 72 dpi for display in the database at the library's website. The images are then saved

on portable hard drives and flash drives (Vermillion, 2007).

Once the photographs are digitized they may be cataloged; *Collective Access* a web based

open source software program for digital collections, was recommend to Fort Story Library by

Library of Virginia who like the Library of Congress has many extensive digital photographic

archival collections to their credit (Weist, 2010). The software was also chosen because it

supports a wide variety of metadata formats to include the Dublin Core. Each photograph once

imported into the system from Photoshop will be cataloged, built using a collection level

descriptive metadata scheme or data set, with Library of Congress Subject Headings according to

AARC2. Each photographic record in the new database will contain a title, creator, subject or

subject headings, a brief description, source if known and copyright information if copyright

laws apply so the photos may be retrieved by library patrons through keyword searching or by

using a controlled vocabulary.   The process of removing artifacts from the photos prior to

scanning, labeling, storage, and cataloging will be repeated until the project's completion.

Marketing & Dissemination

Fort Story library patrons, military researchers and other interested parties may track the

progress of the project tentatively titled *"Fort Story's Rich Military Heritage"* at the Library's

website. The website will feature monthly updates (new photos added) and other relevant news

to the collection. To further aid in this process, graphics designers from the Marketing

Department at Little Creek will design and create publicity posters/flyers and pamphlets to

advertise the new collection. Our goal here is to encourage others within the military community

to come forth and share their photographic collections by donating photos that continue to

promote the areas military heritage and legacy.

Project Evaluation

Once the digital archive collection is up and running, we will evaluate the collection's

progress or success by conducting in house surveys at both libraries, online via the Joint

Expeditionary Base Library Little Creek - Fort Story website and the through the mail in the

form of a brief questionnaire to gage the reaction and overall satisfaction from the surrounding

community. A web counter will be installed on the library's website to track new visitors

to the site.

Conclusion

By bringing this previously unknown yet invaluable collection to the attention of the local community and the world through increased access to these wonderful photographs, Fort Story's legacy as a former Army post is forever preserved. This fact will be especially significant to future generations, chiefly military historians, researchers, and scholars as the base marches into the future becoming part of the Navy's rich military heritage as the Joint Expeditionary Base Little Creek – Fort Story.

Appendix

A. Letters of Recommendation
B. Staff Resumes
C. Inventory of Historic Photographs
D. Annual Progress Report
E. Project Budget

Budget

Staff Salaries

Librarian Archivist/Cataloger

$41,560.00 x $4,987.20 (12% locality pay)

Total Salary…………………………………………………………….......$46,547.20

40hrs a week, Government Contract Position NTE 2yrs

Equipment & Supplies

Flatbed Scanner (Xerox DocuMate 3220)…………………………………………..$279.00

Digital Camera (Canon EOS 7D)…………………………………………………$1,299.99

Reference Books for Archival & Digital Preservation………………………...$600.00

Miscellaneous Office Supplies …………………………………………………..$300.00

Archival Storage Boxes…………………………………………………………..$203.70

Archival Sleeves & Envelopes………………………………………………… $80.00

Additional Fire Proof Cabinet………………………………………………… $1,999.99

Cotton Gloves, cloth, brushes ………………………………………………… $175.00

Acid free Markers……………………………………………………………… $30.00

2 portable hard drives (Seagate 1.5 TB)…………………………………… $174.99

Budget Total……………………………………………………………… $51,689.87

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Professor of History & Director of Public History, Flagler College Roy E. Graham - Beinecke-Reeves Distinguished Professor, UF Carl Halbirt - City Archaeologist, City of St. Augustine Archaeology Program Susan R. Parker - Executive Director, St. Augustine Historical Society Dana Ste. Claire - Director, St. Augustine 450 th Commemoration Herschel E. Shepard - FAIA Emeritus, Architect Glenn G. Willumson - Director, Museum Studies Program, UF. 7 Unearthing St. Augustine Government House Digital Preservation Center: 8 Unearthing St. Augustine Work Flow Fort Story's location on the Chesapeake Bay and the Atlantic Ocean makes it susceptible to erosion, which deposits sediments into the Bay. Since funding was very limited for breakwater construction, this "Geotube" technology, actually placing tubes of sand in the beach, provided a way to test a less expensive technology to protect 2,000 feet of shoreline. Ten Geotubes, installed at the most fragile areas, also allow for American beach grass to be planted on the sand that covers each Geotube, further reducing erosion. Â All installations employed military, civilian, and contractor personnel to perform common functions in support of installation facilities and personnel. All installations executed these functions using similar or near similar processes.