

Grant Title: 052-17 Preserving and Digitizing the John Quinn Memorial Books Collection

Grant #: 052-17

Type of Grant: Research Inventory

Amount Requested: \$2,000.00

Sponsoring Organization:

**The History Project: Documenting LGBTQ Boston
29 Stanhope Street
Boston, MA 02116**

Contact Information:

William Holden



Application Form

Program Officer

AM

Grant Round

February

Type of History Grant*

Research Inventory

Project Title*

052-17 Preserving and Digitizing the John Quinn Memorial Books Collection

Amount Requested*

\$2,000.00

Project Summary*

The History Project seeks a Research Inventory Grant for the maximum amount of \$2,000 to inventory, process, digitize the John Quinn AIDS Memorial Books. John Quinn honored the lives of people who had died from HIV/AIDS related illnesses by assembling photograph albums containing the person's newspaper obituary. In the case of friends, he added photos and other memorabilia to their "memorial page" in the book. The AIDS Memorial Books Collection is arranged alphabetically by name and encompasses twelve three-ring photograph albums documenting hundreds of men and women who died. John Quinn donated these memorial books to The History Project so that his work and the lives of people lost could be preserved and shared with the community.

The John Quinn AIDS Memorial Books have been housed at The History Project at 29 Stanhope Street in Boston for a number of years and with the approval of this grant we will be able to digitize and preserve the lives of individuals who struggled with and died from this epidemic here in Boston. Once this collection and been preserved and digitized we are hoping to digitize more of our HIV/AIDS related materials. It is our hope and plan that at some point in the near future, we can do a public programming and exhibit (online and within our archives) on the impact of HIV/AIDS in the Boston area.

1) Project Information

Disciplines [DR]*

American Studies

Health & Medicine*

History: American

Grant Period Start Date***02/20/2017****Grant Period End Date*****04/15/2017****How will the project be organized?***

The plan for this project is to digitize the photograph albums, make the images and indexes available to the broader community, and to preserve Quinn's original work. Once the albums are scanned, (so that we can preserve the original order of John's work) we plan to remove the items from the acidic, adhesive album sheets and place each individual's memorial page(s) into polyester film folders backed with acid-free paper. The end result of this project will be the creation of an online finding aid and searchable index, as well as online access to the digitized photo albums. Through digitization, the John Quinn AIDS Memorial Books Collection will be available to educators, students, and historians in the Boston community, as well as across the country and around the world.

The inventory and processing will be done by William Holden, Chair of the Archives and Research Committee and an archivist with more than 15 years experience in LGBTQ archives. All of the work will be conducted at our archives and research center at 29 Stanhope Street in Boston and will begin in mid-February. Due to the amount of scanning, and the detailed preservation work of disassembling the albums and documents, we expect the project to take approximately 10 to 15 weeks. Due to the special nature of this project, the inventory taker will be using volunteers and individuals from within the community to assist with this project. We currently have a volunteer who has the skill set needed to help digitize the albums in their current state, and a group of 6 to 8 students from Harvard Divinity School who will be trained by the Inventory Taker on the specific preservation needs of the John Quinn AIDS Memorial Books.

Describe the expected audience/participants/users for the products and any related program.

Being able to digitize and process the John Quinn AIDS Memorial Collection will have a lasting impact on our mission and goals for 2017 and part of our five-year plan as the collection will be fully digitized and available to researchers, scholars, students, and HIV/AIDS activists around the world. This collection will also enhance current HIV/AIDS collections already housing and processed at The History Project such as AIDS Action Committee, ACT-UP Boston, Search for A Cure and many others. It is our hope that with a large digital presence we can host a public Worlds AIDS Day Exhibit in December 2017.

Why are you taking on this project?*

The mission of The History Project is to document and preserve the history of Boston's and Massachusetts' lesbian, gay, bisexual, transgender, and queer (LGBTQ) communities and to share that information with LGBTQ individuals, organizations, allies, and the public.

Even though the John Quinn AIDS Memorial Books are organized in photo albums, the actual documents and obituaries are slowly deteriorating due to the acidic backing of the photo album pages. As this collection is of not only of local, but national interest, we've decided that we need to disassemble the albums to preserve John Quinn's valuable work by not only preserving the paper

documents but also by digitizing the albums as assembled by John Quinn and making the images and index available online.

Currently our five-year plan is to continue processing our growing collection of LGBTQ History in Boston, and to begin a digitization initiative in order to make our collections more readily available to researchers and scholars nationally and internationally, and the John Quinn AIDS Memorial Book will be the first in what we hope to be a growing online HIV/AIDS exhibit.

Throughout the inventory and preservation process, we will determine ways in which we can use the materials as part of public exhibitions (physical and online) and in other programming and lecture series. For example, The History Project has an ongoing monthly lecture and discussion series titled "Out of the Archives," which focuses on different aspects of LGBTQ History and which draws heavily from the organizations extensive archives.

Describe your outreach and distribution plans.*

We will make the collection available to the public in a variety of ways. The Inventory Taker will create a finding aid following The History Projects processing guidelines and a completed finding aid will be posted to The History Projects website as well as on our digital collections repository (hosted on the OMEKA platform) at <http://historyproject.omeka.net>.

Additionally, the inventory taker will be creating a searchable index of the names of the men and woman found within the AIDS Memorial Books. This index will also be a part of the digital repository and finding aid documents as mentioned above. During the entire process the inventory taker will be sharing stories from the AIDS Memorial Books, via our Facebook page, and Twitter feed, along with our email newsletters.

2) Nonprofit Sponsoring Organization Information

Organization's DUNS #*

██████████

Does your organization receive \$750,000 or more each year in federal funding?*

█

3) Personnel

Project Director's First and Last Name*

Andrew Elder

Project Director's Position/Title*

Co-Chair, Board of Directors

Project Director's Address*

29 Stanhope Street

Boston, MA 02116

617-266-7733

Project Director's Email*

[REDACTED]

Project Director's Daytime Phone Number(s)*

[REDACTED]

Name & Email Address of the Person Submitting this Application

William Holden

29 Stanhope Street

Boston, MA 02116

Project Treasurer's First and Last Name:*

Libby Bouvier

Project Treasurer's Position/Title

Board of Directors, Treasurer

Project Treasurer's Address*

29 Stanhope Street

Boston, MA 02116

[REDACTED]

Project Treasurer's Email*

[REDACTED]

Project Treasurer's Daytime phone number*

[REDACTED]

Project Scholar/Inventory Taker's First and Last Name*

William Holden

Project Scholar/Inventory Taker's Position/Title*

Archivist and Chair - Archives and Research Committee

Project Scholar/Inventory Taker's's Address*

The History Project**29 Stanhope Street****Boston, MA 02116**

Project Scholar/Inventory Taker's Email*



Project Scholar/Inventory Taker's Daytime Phone Number(s)*

4) Uploads

Events Listing (private and public)*

eventtemplate.doc

Project Scholar/Inventory Taker's CV/Resume*

WilliamHolden-CV2016.doc

Budget*

Revised Budget.doc

Additional Upload

Signatures Document*

Grant Signatures.pdf

Application Files

Applicant File Uploads

- eventtemplate.doc
- WilliamHolden-CV2016.doc
- Revised Budget.doc
- Grant Signatures.pdf

EVENTS LISTING

Use this form for both public and private grant events. If funded, your public program(s) will be listed on our website. If publishing deadlines permit, your public program(s) will also be included in our monthly email blasts. Please complete ALL the areas below. If funded, please update Mass Humanities with any changes to your event(s) as soon as possible. You may duplicate the table as necessary.

If public events are finalized after the application is complete, you may submit your event online at masshumanities.org/events/submit-an-event/. Private events, date changes, or questions should be emailed to mwheaton@masshumanities.org.

Event/Session/Program Title	World AIDS Day Tribute
Description	We are looking to host an event for the World AIDS Day, and using these digitized materials along with others as a way to honor and remember those who struggled and died from HIV/AIDS. This would be a first event of its kind for us, so details at this early stage are vague, but we would like members from the community to talk about their experiences.
Names of Facilitators/Scholars (if applicable)	William Holden
When (day, date, year, start time and end time)	November 30, 2017
Where (include exact location, including name of venue, address, city, zip)	The History Project 29 Stanhope Street Boston, MA 02116
Contact Phone (include area code)	██████████
Contact Email	██████████
Web Address	www.historyproject.org
Cost (if applicable)	\$200.00
Event Status:	<input type="checkbox"/> confirmed <input checked="" type="checkbox"/> tentative (firm by _5/_01/_2017_) <input checked="" type="checkbox"/> public event <input type="checkbox"/> private event

Event/Session/Program Title	
Description	
Names of Facilitators/Scholars (if applicable)	
When (day, date, year, start time and end time)	
Where (include exact location, including name of venue, address, city, zip)	
Contact Phone (include area code)	
Contact Email	
Web Address	
Cost (if applicable)	

Event Status:	<input type="checkbox"/> confirmed <input type="checkbox"/> tentative (firm by ___/___/___)	<input type="checkbox"/> public event <input type="checkbox"/> private event
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William E. Holden

Professional Library Experience

Self-Employed – Cambridge, Ma., June 2014 – Present
Writer / Librarian-Archivist

The History Project: Boston's LGBTQ Archives - Boston
August 2014 – Present
Board Member / Community Archivist

- Process numerous collections relating to Boston LGBTQ history.
- Supervise and Train Volunteers and Interns
- Chair the Archives and Research Sub-Committee
- Create Finding Aids
- Write and Manage Grants

Washington University – St. Louis, Mo., July 2012 – April 2014
Special Projects Librarian – Archivist

- Processed the Margaret Bush Wilson Papers by sorting, arranging and describing personal and professional papers spanning more than one hundred years of civil and human rights work in the United States.
- Trained student workers in archival practices and procedures.
- Document and label a small private collection of artwork.
- Developed extensive procedural manual for the Margaret Bush Wilson Papers.
- Provided reference services to library patrons.

Regional Center for Healthy Communities. – Cambridge, Ma., February 2009 – May 2012
Librarian and Office Manager

- Managed public health library with over 12,000 titles.
- Developed library procedures and collection development protocols.
- Provided reference services to library patrons.
- Assisted nursing students with class assignments and presentations using library resources.
- Worked with local teachers in designing curriculum for health education classes.
- Developed procedures for record management and storage.
- Maintained annual budgets of \$500,000.
- Collaborated with other staff members in developing cultural awareness initiatives.

- Facilitated staff meetings.
- Prepared bi-weekly newsletters.
- Managed and maintained all accounting and financial aspects for state granted organization.
- Participated in grant writing and grant review processes.
- Maintained and enhanced organizational website.
- Maintained computer networks and manage all IT resources.

Emory University, Robert W. Woodruff Library – Atlanta, GA.

Rank II September 2008

Rank I June 2005 – August 2008

LGBT Studies Librarian & Rare Book Cataloger

- Collaborated with other departments for outreach and development of LGBT Studies and students.
- Managed budget in LGBT Studies for monographs, audio/visual, e-books, and other formats.
- Participated in and developed outreach programs and events for Emory's LGBTQ community.
- Performed original and copy cataloging for rare books and audio/visual materials.
- Developed specialized collection policy for Manuscript, Archives and Rare Book Library.
- Negotiated and planned for manuscript collections.
- Reviewed and assessed library approval plans annually.
- Developed matrix for collection assessment.
- Provided information literacy instruction sessions.
- Developed online assessments for instruction sessions to evaluate effectiveness of materials covered and teaching abilities.
- Assisted faculty with course offerings by providing online research guides, course specific guides using Macromedia Dreamweaver, Contribute, and Blackboard.
- Provided reference and outreach services using various Web 2.0 technologies.

Emory University, Robert W. Woodruff Library, Atlanta GA. February 2004 – May 2005

Senior Library Assistant

- Accessioned books and manuscripts for large poetry collection.
- Recorded bibliographic information using Endnote database.
- Coordinated efforts of student work assignments
- Provided research and reference services.

National Archives and Records Administration, Southeast Region - Atlanta GA

August 2002 – August 2003

Records Processor (Internship)

- Processed government archival records for the following:
 - NASA
 - Tennessee Valley Authority

- Mine Safety and Health
- Southern judiciary records
- Maintained government preservation protocol on archival materials.
- Created indexes for use in developing finding aids.

Gay and Lesbian Center of Atlanta – Atlanta GA. December 2001 – June 2002
Library Assistant (Internship)

- Developed LGBT Collection Development Plan for a start up library.
- Organized donated books and periodicals.
- Recorded bibliographic information.
- Assisted with establishing circulation policy.

Financial and Business Experience

Quikrete Companies Inc. - Atlanta, GA
Independent business consultant, September 2002 – August 2004
Accounting Manager, April 2001 - September 2002
Senior Accountant, August 1999 - April 2001

- Supervised 26 employees within 3 departments.
- Hired, trained, and motivated employees.
- Provided software training to employees for corporate and professional development.
- Conducted business and staff meetings.
- Managed, maintained, and verified general ledger accounts in excess of \$500 million.
- Developed corporate accounting procedures and protocol manuals.
- Evaluated and analyzed automated computer system.
- Designed information structure flowcharts for automated computer system.
- Created Microsoft Access databases for data manipulation and management reports.
- Redesigned record management and storage procedures.

Trammell Crow, Dallas, TX. - February 1998 – April 1999
Payroll Tax Accountant

- Managed commission payroll for 75 field offices and 250 member sales force
- Audited and filed Federal, State and Local taxes for 36 states
- Maintained and balanced 152 general ledger accounts.

Quality Dining, South Bend, IN. - January 1997 – November 1997
Human Resource/Compliance Accountant

- Developed corporate payroll tax manual for staff of 14
- Audited payroll taxes for operations involving 19,000 employees in 32 states
- Compliance auditor for state and federal employment laws
- Developed and maintained weekly/monthly management report.

Microsphere Inc., South Bend, IN. - August 1990 – June 1996

Accounting Manager

- Supervised Accounts Receivable and Credit departments.
- Administered employee benefit program.
- Managed in-house payroll service.
- Reviewed benefits annually and make necessary adjustments.
- Developed and managed cooperative advertising and marketing program.

Advertising Audit Services Inc., Detroit, MI. - June 1985 – June 1990

Senior Program Coordinator

- Supervised auditing staff of 9.
- Managed Co-op advertising programs for:
 - Monroe Auto Parts
 - Microsoft Corporation
 - Rust-O-Leum Corporation
 - Cadillac Automotive
- Maintained monthly budgets and client billing.
- Conducted advertising/audit meetings for all clients and their sales force.
- Coordinated workflow with offsite record management company.

Education

2005	Florida State University - College of Information M.S., 2005, Library and Information Studies – Information Architecture
1989	Walsh College of Accountancy and Business Administration B.B.A., 1989, Finance

Selection of Additional Skills

Microsoft Office Suite, Microsoft Access, Peoplesoft, Quickbooks, Kronos Time Keeping, Microsoft Small Business Server, SirsiDynix, AACR2, MARC21, HTML, Drupal, Dreamweaver, Endnote.

Professional Memberships and Affiliations

- The History Project: Documenting Boston LGBTQ History, Board Member
- American Library Association (ALA)
 - Gay, Lesbian, Bisexual, and Transgender Round Table (GLBTRT)
- New England Horror Writers Association
- Horror Writers Association
- Phi Kappa Phi National Honor Society

Professional Committee Work

- University Search Committee
 - Director of the Office of LGBT Life (2008)
- Community Advisory Board – Kennesaw State University (2008)
- Religion and the Human Spirit (RHS) Advisory Committee (2007 – 2008)
 - Religion and Sexuality Sub-Initiative Co-Leader (2007-2008)
- Librarians Assembly
 - Convenor (2008)
 - Chair of the Programming subcommittee (2007)
- Office of LGBT Life's Programming Council (2006-2008)
 - Annual pride events
 - Safe Space Program
 - Speakers Bureau
 - New LGBTQ student dinner and orientation
- President's Commission on LGBT Concerns
 - Co-Chair elect (2007-2008)
 - Faculty/Staff sub-committee (2006-2007)

Papers & Presentations

Event: Int'l GLBT Archives, Libraries, Museums, and Special Collections (ALMS) Conference

Activity: Panelist

Title of Presentation: Role of Dealers in Building LGBT Collections.

Date: May 18 – 22, 2006

Location: Minneapolis, Minnesota

Sponsor: University of Minnesota

Event: Saints and Sinners Literary Conference

Activity: Panelist and Co-organizer of panel.

Title of Presentation: Authorial Identity in Gay Fiction.

Date: May 11-15, 2006

Location: New Orleans, Louisiana

Sponsor: Haworth Press; Tennessee Williams Foundation

Event: Emory's Gay and Lesbian Alumni Association Banquet

Activity: Presenter and curator of LGBT exhibit.

Title of Presentation: Building LGBT Collections at Emory.

Date: October 28, 2006.

Location: Emory University, Atlanta.

Sponsor: LGBT Studies Committee; Gay and Lesbian Alumni Association

Event: American Historical Association's Annual Conference

Activity: Presenter

Title of Presentation: Community Collaboration in the LGBTQ Community

Date: January 6, 2007

Location: Auburn Avenue Library, Atlanta, Georgia.

Sponsor: AHA Caucus of Gay and Lesbian Historians

Event: Saints and Sinners Literary Conference

Activity: Panelist and Co-organizer of panel.

Title of Presentation: The Future of Queer Publishing.

Date: May 10 – 14, 2007

Location: New Orleans, Louisiana

Sponsor: Haworth Press; Tennessee Williams Foundation

Publications

Award winning genre fiction writer with more than sixty published short stories, four collections, and two novels.

Bibliographies:

Holden, William. "LGBT Issues in Religion: A Comprehensive Bibliography." American Library Association's GLBT Roundtable, 2007.

_____. "LGBT Issues in Race and Diversity." American Library Association's GLBT Roundtable, 2007.

_____. "LGBT Issues for Children and Teen's: An Annotated Bibliography." American Library Association's GLBT Roundtable, 2007.

_____. "Same-sex Marriage: An Annotated Bibliography." American Library Association's GLBT Roundtable, 2007.

Encyclopedia Articles:

Holden, William. "Daniel Curzon: A Bibliography." The Encyclopedia of LGBTQ Contemporary American Literature. Greenwood Press, 2008.

_____. "Gay and Lesbian Anthologies." *The Encyclopedia of LGBTQ Contemporary American Literature*. Greenwood Press, 2008.

_____. "Gay Short Stories." *The Encyclopedia of LGBTQ Contemporary American Literature*. Greenwood Press, 2008.

LOCAL HISTORY GRANT BUDGET

Category	Explanation	MH Funds Requested	Matching Amounts		Source of Matching Amounts	Line Totals
			Cash	In-kind		
A. Personnel						
1. Scholars and Inventory Takers	Use to pay small stipend for 2 individuals to digitize the 12 albums.	\$500.00	\$	\$2,400.00	Match for Inventory Takers donated time. Est. 96 Hr @ \$25.00.	\$2,900.00
2. Other Personnel		\$	\$	\$1,440.00	4 Harvard Students each 24 hours ea. @ \$15.00 per hour	\$1,440.00
B. Travel (from MH only in exceptional cases)			\$	\$		\$
C. Supplies	Archival supplies including, record cartons, folders, acid-free paper, polyester film and preservation materials.	\$1,200.00	\$650.00	\$	\$500.00 from History Project for archival supplies, and \$150.00 to increase our space and capacity of our digital repository.	\$1,850.00
D. Postage		\$	\$	\$		\$
E. Rental (space & equipment)		\$	\$	\$		\$
F. Telephone		\$	\$	\$		\$
G. Publicity	World AID Day Event & Opening of Collection	\$150.00	\$	\$		\$150.00
H. Other (please specify)	World AIDS Day Event (Food)	\$150.00	\$	\$		\$150.00
TOTALS		\$2,000.00	\$650.00	\$3,840.00		
TOTAL COST SHARE			\$4,490.00			
TOTAL PROJECT COST (MH funds + cash match + in-kind match)		\$6,490.00				

LOCAL HISTORY GRANT APPLICATION CONTRACT FORM

Carefully read, complete, and submit this form in digital format (Fax-to-File or scanned PDF) along with your online grant application. Your application cannot be considered if this form is missing or incomplete.

By signing this form, I certify that the statements contained herein are true, complete, and accurate to the best of my knowledge. I also agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

Project Title: _____

Amount Requested: \$ _____

Project Director

Print Name Andrew Elder Professional Title Co-Chair, Board of Directors
Signature [Signature] Date 1/11/2017

Project Treasurer (may not be the Project Director)

Print Name ELIZABETH C BOWVIER Professional Title TREASURER
Signature [Signature] Date 1/11/2017

Project Scholar/Inventory Taker

Print Name William Harden Professional Title ARCHIVIST
Signature [Signature] Date 1/11/17

