

INSTITUTE OF MUSEUM AND LIBRARY SERVICES INTERIM PERFORMANCE REPORT*

RE-85-17-0060-17

Project Title: Community Webs

Project URL: <https://communitywebs.archive-it.org>

Awarded period of performance start date: 06/01/2017

Original period of performance end date: 05/30/2019

Extended period of performance end date: 08/30/2020

*This report was originally submitted as the Final Performance Report, however the Community Webs project was subsequently awarded additional supplemental funding for a year-long “Evaluating Community Webs” phase in partnership with Educopia at which point this submission was revised to be an interim report.

The purpose of the Interim Performance Report is to provide a record of grant-funded project activities at annual intervals throughout the grant period. If you have questions concerning the interim performance reporting requirements, you may address them to the Program Officer assigned to your grant and whose name and contact information appears in your Official Award Notification. IMLS may share Interim Performance Reports with grantees, potential grantees, and the general public to further the mission of the agency and the development of museum and library services. Reports may be distributed in a number of ways and formats, including online.

14. Recipient Organization: Internet Archive

15. Project Title: Community Webs: Empowering Public Librarians to Create Community History Web Archives

16. Project Summary: Community Webs is a two-year project to provide continuing education, training, and technology services and infrastructure to enable public librarians to build collections of historically-valuable, web-published materials documenting their local communities. Based on a cohort model and including in-person and virtual trainings, applied education, iteratively-developed open educational resources, and technology for creating extensive born-digital web archives, the project will empower public libraries to serve as leaders in archiving and providing access to the web-published records chronicling the lives and accomplishments of their patrons.

17. Activities

Activities Proposed in Your Application	Activities Completed during the Award Period of Performance	Explanation of Any Variance
<p>Year 1: Design application materials for cohort selection</p>	<p>The following materials were developed for the application process:</p> <ul style="list-style-type: none"> ● Web page with project information ● Blog post ● Press Release ● Online Application Form <p>Non-web published documents are available as appendices in this report. The Press Release is included as Appendix 1 and the Online Application Form as Appendix 2.</p>	
<p>Year 1: Develop online course space</p>	<p>Working with project partner WebJunction, an online course space was developed to host all program materials and to serve as a space for cohort members to communicate. WebJunction staff created the space using their learning management platform (a Moodle-based system) and created sections for each of the planned five curriculum modules and two in-person meetings. Internet Archive staff were given administrative access to the online course space and added extensive additional learning materials to assist cohort members in maximizing their online learning experience. Types of resources added include reading lists, bibliographies, case studies, instructional policy and workflow documents, and video tutorials on using specific software tools. The course space also included forums for cohort members and</p>	

	<p>program staff to share information about upcoming conferences, educational opportunities, and wikis and forums to reflect on curriculum topics and to share press, outreach materials, and conference presentations.</p> <p>The original course space is restricted to the members of the cohort. However, adapted versions of training materials are freely available via the program website at https://communitywebs.archive-it.org. This material has also been adapted into a public course by WebJunction at https://learn.webjunction.org/course/view.php?id=410 that is available to any WebJunction user.</p>	
<p>Year 1: Recruit and select cohort</p>	<p>Through strong promotional help from dozens of groups and lists, including PLA, ULC, SAA, ARSL, SHN, DPLA, and others, and direct conference outreach, we had an amazing response to our call for applications. For the 15 available spots we had 111 applications, allowing an acceptance rate of a mere 9%. The applicant pool represented public libraries from 35 states and included almost all the major metropolitan public library systems. Interest in the program far exceeded our expectations and is a testament to the critical need the program serves as well as the promotional efforts of program staff and the larger community of collaborators.</p> <p>Given the demonstrated strong interest in the program, we were able to secure additional funding from the Kahle-Austin Foundation and subsidize and cost-share additional infrastructure resources and professional development funding through Archive-It that and allowed us to add an additional 12 cohort member libraries to the overall Community Web program.</p> <p>Selecting the cohort members was challenging given the large number of qualified, excellent applications. Our selection considerations included: the diversity of the population served, geographical location (we wanted a good mix of rural and urban libraries), prior experience with local history collecting and public programing, and documented institutional support for program participation. With this in mind, the selection committee -- composed of program staff and partners, as well as Advisory Board members -- narrowed the candidates down to a top pool and then voted on the final members.</p> <p>The final cohort membership list is available on the program website at https://communitywebs.archive-it.org/participants.html, and in various announcements. The Community Webs participating public libraries represent 17 states from all regions of the US and serve a diverse constituency of</p>	

	<p>communities both urban and rural in population density and profile. The largest library system represented in the cohort is the New York Public Library (represented by its Schomburg Center for Research in Black Culture), while the smallest comes from the Southern Arizona town of Patagonia, with a population of 900. The blog post announcing the participating libraries and launch of the program can be viewed here: http://blog.archive.org/2018/02/28/27-public-libraries-and-the-internet-archive-launch-community-webs-for-local-history-web-archiving/</p>	
<p>Year 1: Develop course outlines and related materials</p>	<p>The Community Webs course for cohort members was organized into five modules that introduce the concept of web archiving, and discuss topics such as collection development, community engagement, and marketing and dissemination of local programs and their outcomes. The syllabus was designed to be a working document meant to act as a general outline. Specific topics covered in each module were determined based on interest and need of the participants. Course materials have been developed by curriculum consultant, Diantha Schull, and the Internet Archive Community Webs program staff.</p>	
<p>Years 1 & 2: Participation in online forum</p>	<p>We kicked off the program with cohort members introducing themselves via the private online forum located in the Webjunction course space. Additionally, each training module included at least one forum discussion question. Some example discussions included collection development, metadata, advocacy and working with the public.</p> <p>The forum then served as a platform for knowledge sharing on topics covering the spectrum of program activities, from web archiving technical specifics to policy formation and public programming ideas. In total there were 38 discussion forums with 130 forum posts by program participants.</p>	
<p>Year 1: Planning and conducting in-person kickoff cohort meeting and immersive training</p>	<p>In November 2017, the cohort gathered together at the Internet Archive for a kickoff meeting of brainstorming, socializing, and discussion of all things web archiving. The day started with a welcome and introduction by the Internet Archive founder, Brewster Kahle, followed by a program overview by the Project Director, Jefferson Bailey. Program staff Maria Praetzellis and Diantha Schull presented on current trends in community engagement within public libraries and web archiving specifically.</p>	

	<p>Cohort members from the “library leads” participants, San Francisco, Cleveland and Queens Public Libraries, shared details on their existing local history programs and ideas for collection development around web materials. These presentations included discussions on building collections documenting their demographic diversity or focusing on local issues, such as housing availability or changes in community profile. As an example, Abbie Zeltzer from the Patagonia Public Library, spoke about the changes in her community of 913 residents as the town redevelops a long dormant mining industry. Zeltzer expressed her intent to develop a web archive documenting this transition and the related community reaction and changes.</p> <p>Individual slide decks for the meeting are all openly accessible in the Community Webs Collection at the Internet Archive and are linked below.</p> <p>https://archive.org/details/EvolvingPracticesPraetzellis https://archive.org/details/CommunityWebsDianthaSchull https://archive.org/details/bailey_comm_webs_kickoff_2017 https://archive.org/details/CommunityWebsNatalieMilbrodt</p> <p>The program agenda is included as Appendix 3 of this report.</p> <p>In addition to presentations and discussions, “Office Hours” were held during the meeting allowing time for cohort members to work individually with a member of the Archive-It team regarding any technical questions about web archiving.</p> <p>A feedback survey was conducted following the meeting to assess the value of the meeting and generate ideas for future sessions. All respondents rated the meeting as either Excellent (75%) or Good (25%). Survey responses are noted below:</p> <p>“What did you like most about the meeting?”</p> <ul style="list-style-type: none">● Getting a firmer understanding of the scope of the work we'll be doing and how we can work together as a cohort. This is a great group of people.● Openly sharing experiences, challenges and ideas (the facilitated discussions and conversations throughout the day).● Networking and meeting the folks from IA. Hearing about other institutions hurdles and successes.● Getting to meet and brainstorm with other PUBLIC LIBRARIANS!● Interacting with the archivists/librarians from around the country. Seeing the IA headquarters and learning more about its mission and projects.● The one-on-one tutoring session was really helpful.	
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	<ul style="list-style-type: none"> ● I liked meeting the staff and other members of the cohort. However, it was a great deal to absorb in one day. ● Lunch was really interesting! I liked meeting members of my cohort and learning from experienced Archive It users. I also really enjoyed learning more about what Internet Archive is up to! <p>What would you like us to do differently for next year's meeting?</p> <ul style="list-style-type: none"> ● I wouldn't mind having the day split into two. I felt very tired by the end of the day and a bit overwhelmed by all the info. I think it might be nice to do 1.5 days instead of 1. Maybe we'll be seasoned pros by this time next year though, and 1 day will feel sufficient. ● I thought it was pretty great, to be honest! ● Additional time to meet with active web archivists to discuss strategies and have a bit of hands on training. ● Next year, we will have conducted some public programs and done some outreach. It would be good to have some reflection and problem solving exercises based on these experiences. ● Presentation of focused content. Brainstorming is nice, but it takes up a lot of time that could be used to "force-feed" information. ● I would make it 2 days. For some of us, it was quite a distance to travel and it would have been beneficial to run a crawl and since it takes 24 hours for it show in Wayback Machine, we would be able to discuss the results with someone in person. It would also be helpful to have more hands on work with the Archive It application, to work on scoping and reviewing crawls, etc. 	
<p>Year 1: Virtual training and module one</p>	<p>The first virtual training introduced the Community Webs program, as well as information on what was expected of cohort members throughout the program and what they could expect from facilitators and the online course space. A high level overview was given along with case studies from Cleveland Public Library and East Baton Rouge Parish Library. The session concluded with a tour through the online course space.</p> <p>Materials developed for training module one have been modified and made available to the public on the project website under "Web Archiving 101 Curriculum": https://communitywebs.archive-it.org/web-archive.html</p> <p>A recording of Cleveland Public Library's case study can be viewed here: https://archive.org/details/M1CPLv2</p> <p>A recording of East Baton Rouge's case study can be viewed here:</p>	

	https://archive.org/details/M1EBRPL.v2	
<p>Year 1: Virtual training and module two</p>	<p>The second virtual training explored the issue of collection development for web archives specific to public libraries. Case studies from the Community Webs cohort members, The Schomburg Center for Research in Black Culture, Queens Public Library, and Henderson District Public Libraries provided a practical look into how libraries are currently handling the question of local collection development. Additionally, Internet Archive staff presented on their successful model of collaborative collection development and demonstrated the tools and methods used to allow efficient and scalable public participation in crowdsourced projects. The training also explored the intersection of local history collecting and the web as a historical resource and examined issues in ensuring an equitable archive representing the experiences of local citizens.</p> <p>Materials developed for training module two have been modified and made available to the public on the project website under “Collection Development Curriculum”: https://communitywebs.archive-it.org/collection-development.html.</p> <p>Recordings from this training include:</p> <ul style="list-style-type: none"> ● https://archive.org/details/M2DSCDv2 - Diantha Schull’s introduction to web archive collection development ● https://archive.org/details/M2QPL - Web Archive Collection Development Policy at Queens Public Library ● https://archive.org/details/M2HLv2 - Web Archiving at Henderson District Public Libraries ● https://archive.org/details/M2NYPLSCv2 - Web Archiving at the Schomburg Center for Research in Black Culture ● https://archive.org/details/M2CrowdsourceStrategiesv2 - Crowd Sourcing Strategies for Web Archive Collection Development 	
<p>Year 1: Virtual training and module three - April 2018</p>	<p>The third virtual training covered community engagement in local history web archive collection building. The Community Webs program consultant focusing on curriculum development, Diantha Schull, shared her insight into trends and best practices for public programming and outreach, and tied her lessons and guidance to her recent book, <i>Archives Alive: Expanding Engagement with Public Library Archives and Special Collections</i>. Guest speakers from the Austin History Center’s Community Archivist Program talked about their experience working and building trust with local</p>	

	<p>communities, and cohort member Kansas City Public Libraries provided a detailed look at what they are doing within the community to engage their patrons in their web archive collection building project.</p> <p>Materials developed for training module three have been modified and made available to the public on the project website under “Community Engagement”: https://communitywebs.archive-it.org/community-engagement.html</p> <p>Recordings from this training include:</p> <ul style="list-style-type: none"> • https://archive.org/details/M3DSCEv2 - Community Engagement with Digital History Collections • https://archive.org/details/M3CAPAHCv2 - Community Archivist Program at the Austin History Center • https://archive.org/details/M3KCPLv2 - Web Archiving at the Kansas City Public Library 	
<p>Year 2: Virtual Training Module four - September 2018</p>	<p>The fourth virtual training covered the topic of sustainability. Katherine Skinner of the Educopia Institute joined the webinar to discuss her experience working with community content creators, sustainability, and strategic planning. Katherine also outlined Educopia’s recently released Community Cultivation Model which is designed to help community leaders grow and sustain healthy communities and provide timely advice to the cohort around the topic of long term planning and sustainability of the web archiving programs.</p> <p>Materials developed for training module four have been modified and made available via the Community Webs website under “Sustainability” https://communitywebs.archive-it.org/sustainability.html</p> <p>Recordings from this training include:</p> <ul style="list-style-type: none"> • https://archive.org/details/M4Educopia - Educopia Institute’s Community Cultivation Model, Katherine Skinner 	
<p>Year 2: Virtual Training Module five - February 2019</p>	<p>The final training module covered the use of web archives to support research. Jefferson Bailey, Director of Web Archiving for the Internet Archive, kicked off the meeting with an overview of research initiatives utilizing web archives. Ian Milligan, Associate Professor of History at the University of Waterloo, detailed his innovative project, Archives Unleashed, which among other things,</p>	

	<p>is developing “web archive search and data analysis tools to enable scholars, librarians and archivists to access, share, and investigate recent history since the early days of the World Wide Web.” Dr. Milligan shared case studies of how today’s researchers are utilizing web archives and the role that libraries and archives have in providing access to this content.</p> <p>Materials developed for training module five have been modified and made available to the public on the project website under “Access and Research in Web Archives” https://communitywebs.archive-it.org/access_research.html</p> <p>Recordings from this training include:</p> <ul style="list-style-type: none"> ● https://archive.org/details/M5JeffersonBailey - Overview of research initiatives utilizing web archives, Jefferson Bailey ● https://archive.org/details/M5IanMilligan - Accessing web archives at scale, Ian Milligan 	
<p>Year 2: Planning and conducting the second in-person meeting - November 2018</p>	<p>Planning for the 2nd in-person meeting included a survey sent to cohort members with detailed questions about their experiences participating in the program up to that date. These questions allowed program administrators to ensure the meeting addressed specific concerns and hurdles emerging over the prior year of work. Questions included:</p> <ul style="list-style-type: none"> ● Please describe your library's approach to collection development and policy relating to web archiving. ● Was your library involved in community outreach activities/public programming? If so, please describe the impact this had on your web archiving program. ● Have you (or do you plan to) provide access integration for your web archive collections with other library systems? For example, incorporating web archive data into your library catalog. ● What aspects of your web archiving program have proven successful thus far? ● What aspects of your program have been the most challenging or required re-thinking along the way? ● What ideas do you have for the future development of collecting web based content within the public library? ● What ways can the cohort support the larger public library community to extend the program and encourage other libraries to engage in this type of collecting? ● What would your recommendations be for a public library embarking on a new web archiving program? ● What topics do you think would be most useful to cover in the white paper? 	

	<p>Responses to this survey were used to help inform the meeting program and Year 2 activities and can be found as Appendix 5.</p> <p>The second in-person meeting for all cohort members was held in Columbus, OH at the Columbus Metropolitan Library. A blog post detailing the day is available here: https://archive-it.org/blog/post/communing-in-columbus/.</p> <p>This meeting started with presentations by Internet Archive staff and included a presentation by Aaron O'Donovan from Columbus Public library about their collection development projects and a tour of the library. The remainder of the time was spent in facilitated discussion groups on the following topics:</p> <ul style="list-style-type: none">● Program sustainability● Technology and tools● Collection development and policy● Programming and outreach <p>A complete schedule of the meeting and discussion group sessions can be found as Appendix 6.</p> <p>“Office Hours” were also held during the meeting in which cohort members could sign up for 15 minute sessions with a member of the Archive-It team to walk through any technical questions about web archiving.</p> <p>The meeting also featured a round-table session devoted to exploring ongoing program improvements beyond the scope of the specific grant timeline as well as discussion on matters of sustainability, both locally as well as for the program as a whole. While participants have program-subsidized ability to continue to build and manage collections via Archive-It beyond the specific grant timeline, the end of the grant does mark the end of their professional development and public programming grant funding. However, a vast majority cohort members expressed an interest in continuing to participate in non-collecting based program activities beyond the grant end date. Ideas for ongoing participation and promotion included:</p> <ul style="list-style-type: none">● A co-authored journal publication documenting the experiences of a select number of participants who were new to web archiving and born-digital collection building. This paper is underway and due to be completed in Q4 2019.● A co-authored journal publication consisting of quantitative analysis of public library web archive	
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	<p>collection development in comparison with the collection development activities of other types of institutions. This paper is also currently underway with multiple cohort members and program staff contributing.</p> <ul style="list-style-type: none"> ● Continued use of the Community Webs forums and virtual communication spaces for arranging joint conference presentation submissions. ● Use of Community Webs communication tools to arrange informal meet-ups of cohort members and program staff at various conferences and professional events. ● Participation of cohort members in post-grant additional work on program evaluation and meeting on sustainability and expansion of the program. <p>Overall, the Year 2 in-person meeting was a success in allowing program participants the chance to assess their own development in learning new professional skills, building and expanding their professional networks, engaging in the professional community via conference presentations and group trainings, developing new technical skills and knowledge of born-digital activities and online technologies, engaging in activities such as policy development and workflow engineering, and, finally, exploring new methods of community engagement, local history documentation, and digital preservation and access.</p>	
<p>Year 1: Developing the Community Webs Website</p>	<p>The Community Webs website, at https://communitywebs.archive-it.org/, was built with information about the program, links to cohort member collections, and links to news items (blog posts, conference presentations, etc.).</p> <p>The website also includes a high level curriculum that mirror the training modules. Curriculum sections include videos from online meetings and links to reading materials on given subjects. The curriculum sections are:</p> <ul style="list-style-type: none"> ● Web Archiving 101 ● Collection Development ● Community Engagement ● Sustainability ● Access and Research in Web Archives <p>The website will continue to be developed and updated beyond the specific timeline of the grant funding.</p>	
<p>Years 1& 2: Local history web</p>	<p>The cohort has developed a combined total of 703 collections,</p>	

archive collection building	<p>including collections developed by Library Lead partners prior to the program starting. In year 1 of the program members created 148 new collections and in year 2 they created 97 new collections, totalling over 36 terabytes of data. Each participating library produced short narrative summaries at the end of each year describing their collecting activities. Reports from Year 1 and Year 2 are available as Appendix 4.</p> <p>Some trends in subject areas of collections and examples include:</p> <p><u>Local News Media</u></p> <ul style="list-style-type: none"> ● Local News, collected by Birmingham Public Library ● Spanish Newspapers, collected by New Brunswick Free Public Library ● Local News, collected by Brooklyn Public Library <p><u>Local Events</u></p> <ul style="list-style-type: none"> ● Shooting of Alton Sterling, collected by East Baton Rouge Public Library ● July 2018 Rain Event, collected by Marshall Lyon County Library ● Remembering 1 October, collected by the Henderson District Public Libraries ● District of Columbia Elections 2018, collected by DC Public Library <p><u>Local Government</u></p> <ul style="list-style-type: none"> ● Government Affairs, collected by Queens Public Library ● Cuyahoga County Government, collected by Cleveland Public Library ● City of Grand Rapids Committee Agendas and Minutes, collected by the Grand Rapids Public Library <p><u>Local Arts and Culture</u></p> <ul style="list-style-type: none"> ● San Diego Visual Artists, collected by San Diego Public Library ● Arts, Music and Authors, collected by Forbes Library ● Comics Publishers, Artists, and Authors of Washington, D.C., collected by DC Public Library <p><u>Local Environmental Issues</u></p> <ul style="list-style-type: none"> ● Environmental, collected by Birmingham Public Library ● PEPCON disaster, collected by Henderson District Public Libraries <p><u>Social Media</u></p> <ul style="list-style-type: none"> ● Social Media, collected by Kansas City Public Library ● Westborough Social Media, collected by Westborough 	
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	<p style="text-align: center;">Public Library</p> <p>The grant funded, via cost-share, ongoing access to the Archive-It web archiving service for additional years beyond the original two-year grant timeline. The Internet Archive expects to continue to support program participants in their collecting efforts well into the future as well as explore ways to expand access to the technical services of the program to additional public libraries.</p>	
<p>Years 1 & 2: Sharing of case studies via participation in professional conferences and blog posts</p>	<p>Over the past two years cohort members have actively participated in professional conferences and presented at many of the leading library and archives meetings. Members presented on the Community Webs project at the following conferences:</p> <ul style="list-style-type: none"> ● Association for Tribal Archives, Libraries, and Museums ● Endangered Data Week ● Personal Digital Archiving ● Society of California Archivists ● Society of American Archivists 2018 and 2019 ● Alabama Library Association ● Convention Seguimos Creando Enlaces ● Texas Conference on Digital Libraries ● Library Revolution: Urban Librarians Conference ● New Jersey Library Association (NJLA) Annual Conference ● Digital Public Library Association Fest 2019 ● American Libraries Association Midwinter ● Queer History South Conference ● New England Library Association ● Midwest Archives Conference ● International Internet Preservation Consortium ● Libraries in Technology ● Museum Association of New York ● Joint Conference of Librarians of Color ● New York Public Library's Research Libraries Conference <p>Information about the Community Webs program was initially shared via several articles published on the Internet Archive blogs. Over the course of the project, additional blog posts were written for the Archive-It blog as well as published by participating public libraries on their own blogs. For example, in Year 1 East Baton Rouge Parish Library wrote a post describing their experience creating a web archiving program. In Year 2 Anthony Vaver from Westborough Public Library and Dylan Gaffney from Forbes Library both wrote blog posts sharing their respective experiences.</p> <p>A list of links to blogs, news articles, and conference presentations about the project is available on the project website:</p>	

	https://communitywebs.archive-it.org/news.html .	
<p>Years 1 & 2: Patron engagement and local partnership activities</p>	<p>Many of the Community Webs cohort members have sought to engage their patrons in collection development and have cultivated local partnerships to support their web archiving activities. Some examples:</p> <ul style="list-style-type: none"> ● In 2017 and 2018 East Baton Rouge Public Library (EBRPL) worked one-on-one with content creators, including a local poet, a local potter, a digital media group that produces local podcasts, and a local LGBTQAI magazine to inform collecting decisions and determine how frequently content needs to be captured. EBRPL also solicits patron nomination of websites to be archived, and offers classes to patrons on web archiving for personal digital archives and using the Archive-it database for patron research. In 2019 a representative from Special Collections attended the quarterly Teen Department meeting to share information about the EBRPL web archive, which Teen Department staff will then share to students during classroom talks. ● Forbes Library reached out to 50 community partners (non-profits, fellow library professionals, web designers and other community organizers and leaders) for ideas on selecting websites to preserve. They used a mix of one-on-one meetings and a website nomination form to solicit input and recommendations from community partners. Forbes Library is also developing a "landing page" for its web archive on the library website to help patrons discover content within the web archive collections. ● Birmingham Public Library parlayed an existing relationship with The invisible Histories Project into a resource for identifying important Alabama based LGBTQ resources on the web. With the help of Invisible Histories Project staff they were able to locate obscure websites covering the LGBTQ in Alabama and were also able to identify contacts for sites that had already been taken offline. They plan to connect with these contacts to see if any copies of the missing sites were preserved. ● Lawrence Public Library enlisted the help of an intern who has been reaching out to community groups via social media to solicit URL nominations and to build awareness of the project. 	

	<ul style="list-style-type: none"> ● Henderson Libraries collaborated with their local city government to identify web resources from businesses, organizations, and community groups. They also recently added a seed URL nomination tool to their website which they plan to advertise through local news outlets. <p>Overall, cohort members explored a variety of patron engagement and local partnership activities from crowdsourcing website nominations for archiving, to collection related promotional campaigns, to hosting panels and special speaker events related to their digital local history activities. The breadth of approaches to outreach and engagement were a successful aspect of the program’s goals of facilitating professional development and learning across a variety of activity areas within the framework of archiving local history via collecting web-published documentary evidence.</p>	
<p>Year 2: OER course is made public</p>	<p>A 2-hour, self paced course titled Web Archiving for Public Libraries has been published as open educational resources by WebJunction and has been promoted as a resource for the library and archives community.</p> <p>https://learn.webjunction.org/course/search.php?search=web+archiving</p> <p>WebJunction incorporated video segments recorded during the 5 online meetings, curriculum materials from the Community Webs course modules, and additional videos from cohort members developed specifically for this course into easy to follow lessons on the following topics:</p> <ul style="list-style-type: none"> ● Web Archiving 101 ● Collection Development and Community Engagement ● Exploring Web Archiving Tools ● Internet Archive’s Archive-It Service ● Plan for Sustainability 	
<p>Year 2: End of program feedback survey</p>	<p>A feedback survey was conducted at the end of the program with the following questions:</p> <ul style="list-style-type: none"> ● Please rate your proficiency with web archiving prior to participating in the Community Webs program. ● Please rate your proficiency with web archiving after having participated in the Community Webs program. ● Do you expect to continue web archiving at your institution after the Community Webs program ends? ● What roadblocks, if any, do you foresee for the web archiving program at your institution? 	

	<ul style="list-style-type: none"> ● How helpful did you find the resources in the Community Webs online course? ● Are there additional resources or areas of focus that could have improved the curriculum? ● Please rate your overall satisfaction with the Community Webs program. ● Please provide brief feedback about your experience participating in the Community Webs program. <p>Responses were positive overall. When asked to rate their satisfaction with the program on a scale of 1-5 (one being not satisfied and 5 being very satisfied), 56% rated it a 4 and 44% rated it a 5. Complete results of this survey, including written responses, are included as Appendix 7.</p>	
<p>Years 1 & 2: The presence of public libraries in the web archiving community increases.</p>	<p>Prior to the Community Webs program, public libraries accounted for less than 3% of respondents to the 2011, 2013, and 2016 NDSA Web Archiving in the United States surveys of institutions archiving web-published materials. In 2017 this number increased to over 12%.</p> <p>Since the Community Webs program started, 35 public libraries have contacted Archive-It, 7 have started trials with the Archive-It service, and 3 have begun using Archive-It in their institutions.</p> <p>Public libraries now make up 7% of all Archive-It partners (Archive-It is by far the mostly widely used web archiving service per many surveys, so provides an authoritative data point in measuring institutional representations). This is up from 1.4% prior to the Community Webs program.</p> <p>The Community Webs program also lead to some participants achieving individual professional accomplishments. For instance:</p> <ul style="list-style-type: none"> ● A public librarian, Emily Ward of the East Baton Rouge Parish Library, was elected as the Vice Chair of the Web Archiving Section of SAA in 2018-2019 and will serve as Chair in 2019-2020. This is the first time a public librarian will be in a leadership position of this group. ● Makiba Foster, Assistant Chief Librarian at the Schomburg Center for Research in Black Culture at NYPL, started the #SchomburgSyllabus project as one of her collections created via the Community Webs program. This effort lead to the Schomburg receiving an \$225,000 grant from the Mellon Foundation to hire a Digital Archivists to expand this work. ● Some of the collections of DCPL were featured at the 	

	<p>Archives Unleashed Hackathon held in Washington D.C. in March 2019, proving the value of these collections not just for historical preservation, but also in support of data-driven computational research. More information on this event and its use of Community Webs collections can be seen at https://archivesunleashed.org/washington/.</p> <p>Laying the groundwork and seeding the capacity for these sorts of individual and institutional advancements was an explicit goal of the Community Webs program.</p>	
Year 2: Community Webs White Paper	<p>Four cohort members and Internet Archive staff are actively collaborating on a white paper that will take a deeper look at web archiving from a public library perspective. The paper will cover the experience of participants in the program and offer guidance on the various challenges and solutions developed locally by cohort members as part of their implementation of program activities. Once this paper is expected to be submitted public library journals in 2019 and will be circulated via the Archive-It website and social media.</p>	

18. Changes

Type of Change	Description	Date of Approval (if applicable)
<p>There were no changes to the IMLS funding or its areas of expenditures.</p> <p>However, there was an increase in the number of libraries/librarians participating in the overall program that was funded via internal Internet Archive funding and additional subsidies.</p>	<p>The original IMLS funding supported a specific number of librarians to participate in the program. Given the large number of applicants for the few spots in the program, additional internal funding was secured to support an additional 12 libraries joining the cohort. Outside funding from the Kahle-Austin Foundation and from Archive-It covered this program expansion.</p>	N/A

19. Results

a. Agency-Level Goals

- Promote Lifelong Learning
- Build Capacity
- Increase Public Access

Performance Measure Statement	Survey Respondent	No. of Participants	No. Total Responses	No. Responses Per Answer Option					No. Non Responses
				Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	

For **Increase Access** projects, proceed directly to Question 19b.

b. Program and Project-Level Results (for All Projects)

Intended Result(s)	Actual Result(s)	Explanation of Any Variance
Develop a cohort of 15 public libraries with experience building community focused web archive collections	27 public libraries are actively building community focused web archive collections as part of this program. A number of additional public libraries were added to the cohort (but did not receive the grant-funding professional development or local programming stipends) over the course of the project.	Additional funding from the Kahle-Austin foundation increased slots in the cohort by 12.
Over 30 terabytes of web-published community history materials will be archived in perpetuity	As of year 2, over 36 terabytes of web-published community history materials have been archived.	Additional cohort members account for an increase in data archived.
Thirty presentations about Community Webs will be given at national and regional conferences.	Cohort members attended and presented at 21 different conferences over the 2 year project. Many of these conferences featured entire conference sessions focusing on the Community Webs program, including at ALA, SAA, DPLAfest, IIPC, and others. These panels	

	<p>featured 3-5 presentations each from Community Webs participants and staff. Thus the number of individual presentations by Community Webs participants was well over 50 presentations at local, regional, national, and international conferences.</p>	
<p>A suite of open access training materials on the topic of digital stewardship and local history within public libraries will be made available online.</p>	<p>An OER course has been made public via WebJunction and curriculum materials as well as videos from webinars have been made publicly available at https://communitywebs.archive-it.org/curriculum.html.</p>	

20. Lessons Learned

Year One:

Professional development and conference attendance has proven fundamental to the success of the program. The public library field can be an isolated, under-resourced community that has few collaborative opportunities for professional development and engagement. In providing both opportunities for training and in-person collaboration, the cohort model has allowed us to seed a community of practitioners who have been actively spreading their experiences with the larger public library community via conference presentations, blog posts and participation in professional groups. The effect of this is already noticeable in the increasing numbers of public libraries getting in touch with the Internet Archive expressing interest in developing their own web archiving programs. Since commencing the program, additional public libraries have reached out to IA directly, and four public libraries have established new web archiving initiatives outside of the Community Webs program, a notable increase fueled by the success of the program.

As described in this report, several innovative collecting ideas and policies have been developed as part of the program. These experiences have then inspired other cohort members to model similar collections and policies in their institutions. Like in other IMLS-funded initiatives, such as OSSArcFlow, open and transparent sharing of planning, policy, and workflow documents across a professional community of shared interests can greatly facilitate local capacity building and program growth. What may originally seem very localized or institution-specific collecting activities, can in fact have significant impact across a cohort of peers, and give tangible evidence and meaning to otherwise abstract principles such as collection development. Having seen the positive ramifications of this knowledge sharing, the program team has sought to feature additional curricular content, as well as additional speakers and presenters, to the training materials in order to provide even more examples of innovative collection-building projects. Similar innovation has occurred in the development of local programming ideas, showing that public programming ideas can also help promote collecting.

The large number of applications to join the Community Webs cohort demonstrates the substantial interest in implementing web archiving programs within public libraries. However, the technical, cost, and staff burdens of having

a web archiving program has continued to limit the numbers of non-subsidized institutions starting web archiving. IA continues to subsidize new programs, including those subscribing to Archive-It outside the Community Webs program. Interest in, and the success of, the program indicates the criticality of preserving community-based, web-published historical materials for public libraries.

Web Archiving remains an activity requiring up-front investment in onboarding and technical training. The pace at which cohort members established their web archive programs varied, but in general we found a continued need to provide users direct assistance in the process. It is possible that no amount of videos, documentation, or other online, asynchronous resources will suffice for some users to get up and running. The specialized trainings and individualized assistance provided via Community Webs was essential in helping users feel confident archiving the web and effectively use the available technologies to achieve their collecting goals.

Year Two:

The range of technical expertise in the Community Webs cohort was broader than we tend to see in users who seek out Archive-It as a web archiving solution. In some cases cohort members had a difficult time keeping up with written and recorded training materials and online group trainings. At least one member expressed that they would have preferred being able to sit down with someone from Archive-It in person to walk through processes together. We were made aware of this early and took steps to try to allow for more face time between members and Archive-It staff, including holding “office hours” during in-person meetings, a virtual “office hours” session, and scheduling a one-on-one virtual meeting with one cohort member who needed additional help. Moving forward we may look into options for service levels that offer more direct support to help accommodate users of different technical abilities or that offload some of the collection management and crawling/harvesting or quality assurance activities that often were barriers to time-strapped participants.

Most Archive-It users come to the service with an idea of what they are planning to archive. Community Webs members began planning their collections after their subscription year started, which meant that many didn’t actually start archiving content until well into the first year of the project. Additionally, all libraries were given the same “data budget” (512 GB) regardless of their institution’s size or geographic location. This “one account size fits all” approach made sense in program creation and for grant funding and metrics, but it also evoked anxiety in some participants who felt their collecting goals could not meet the data volumes expected in the grant. The data size in websites can also vary dramatically, making planning new collections against a specific data budget challenging. Some of the cohort members from smaller communities had trouble identifying and capturing 0.5 TB of local history content to archive each year. The Community Webs program will need to explore more flexible and iterative ways of approaching aligning collecting interests with subsidized data archiving volumes.

A number of cohort members expressed reticence to actually start and save crawls in Archive-It because they were concerned about things like archiving the right websites, capture quality, or capturing unnecessary or unwanted content. Archive-It staff could have done more in the beginning to help members focus on the big picture without getting stuck in some of the minute details. Additionally, more resources can be developed to help guide new users through the process of envisioning potential collections, setting benchmarks and realistic expectations around workflows and time management, and addressing concerns around quality, completeness and perfection.

One of the drawbacks to having a dispersed cohort was that their only opportunities to interact in person was once a year at our annual meetings or occasionally at other conferences. Outside of those meetings most interaction was limited to discussions in course forums, during the virtual trainings and lectures, and on occasional group check-in calls. We created a Community Webs Slack instance in an effort to encourage more conversation in an easy to access, chat-friendly, informal platform, but its use was limited. In the wrap up survey members identified the cohort community as

one of the most significant benefits of the program, so we plan on promoting the Slack channel and adding other informal, asynchronous tools as a way to stay connected and continue conversation.

While the Community Webs program administrators ensured that iterative development and improvement was a part of the two-year grant, there remained a need for holistic, external evaluation of achievements and outcomes. Participants were very engaged throughout the program and diligent in delivering summary reports in writing and at the in-person meetings and in presenting to the community, however the day-to-day achievements of single libraries or librarians were often hard to track and aggregate by administrators. The program likely had even greater local and personal impact than its specific reported grant-based outcomes and deliverables. Additional evaluative efforts and mechanisms in this area would also benefit the program's continuation and growth. Lastly, the program's specific grant structure left little time for evaluation of the opportunities and challenges of expansion and little time for program staff to pursue strategic partnerships and collaborations. This work is happening outside the specific grant activities, and continuing after the grant's end date, but having some of these activities -- evaluative and strategic -- better integrated into the operations of the program would be beneficial.

21. Next Steps

The Internet Archive always intended to continue the Community Webs program beyond the specific two-year project funded by IMLS, as evidenced both in the post-grant timeline cost-sharing and subsidized technical services and in having secured other funding to double the size of the project after the overwhelming number of applicants. Program administrators expect "next step" activities to take place in these areas:

- Ongoing Cohort Collection Development
 - The IMLS and additional funding both support the work of the full cohort of Community Webs participating institutions to continue their collection development efforts for 3 more years free of charge. This includes a significant volume of data storage and full access to public hosting, preservation data for local storage (if desired), unlimited technical support, and the ability to leverage Internet Archive and Archive-It staff and resources and networks in support of publishing, blogging, conference presentation, and other outreach and professional service opportunities. This should facilitate adding dozens of terabytes to the existing archive of public library curated local history collections.
- Ongoing Cohort Professional Development
 - As mentioned in this report, both cohort members and program staff are working together on multiple publications for professional journals documenting various program outcomes. As well, all forums and other communications platforms will continue to be supported by the Internet Archive beyond the grant. Program staff will also make themselves available to organize or support conference submissions and other marketing efforts of participants. We expect program outreach and communication efforts to continue well into the future.
- Ongoing Cohort Professional Networking
 - Program staff will continue to host informal meetings of participants at various conferences, including ad-hoc meetups, dinners, and in-person Q&A and informal training sessions. These activities took place at the recent 2019 SAA Conference.
- Ongoing Program Participant Expansion
 - Many public libraries have reached out to Archive-It about participation in the program and we have allowed many of them to join, including via free and subsidized access to the Archive-It service. We expect to continue these efforts to build the community of public libraries building local history web collections.

- Ongoing Program Participant Diversification
 - The staff at Internet Archive that developed the Community Webs program is actively exploring ways to expand the model to other types of institutions that also have the mandate to preserve web-based resources documenting local history. The recent IMLS-funded National Forum grant, Advancing Art Libraries and Curated Web Archives, <https://archive-it.org/blog/learn-more/art-libraries/>, includes a focus on how art and museum libraries could pursue similar work through a cohort-based, multi-institutional effort at community and capacity building. One can envision the same framework underpinning localized preservation efforts via historical societies, community college libraries/archives, research libraries, HBCUs, and other affiliated institution types. There are a wealth of institutions focused on preserving community records and the model of the Community Web program was designed to be extensible and scalable to many institutions and areas of born-digital archiving. Program creators will continue efforts to diversify the Community Webs cohort, both its participating librarians and its type of organizations.

- Ongoing Program Evaluation
 - As noted in the Lessons Learned section, efforts are currently underway for higher-level evaluation of the program's outcomes, successes, and areas of improvement. We are working on securing funding for an external, professional evaluator to focus on this work. Program evaluation will focus on both documenting program outcomes as well as recommendations for addressing lessons learned and ways to implement corrective adjustments to existing program materials. We expect this evaluation to include:
 - External Program Analysis & Measurements
 - Cohort & Program Staff Interviews
 - Evaluation Meetings with Key Program Participants
 - Partnership & Strategic Development Research
 - Recommendations for Community Expansion & Sustainability

- Ongoing Program Strategic Planning
 - Program administrators have already initiated conversations with the likes of DPLA, Library of Congress, and multiple state libraries around ways that collaborating partners can help sustain and expand the program. These partnerships can take many potential forms, from data replication to collection aggregation to hosting summits and convenings to participating in governance and consortial efforts towards a national expansion. Indeed multiple partnerships can help the Community Webs program scale and morph in many different ways. As such, program staff intend to pursue additional funding for scenario planning, partner recruitment, business development modeling, and other strategic endeavors to vastly expand the number of participating librarians, the amount of training and OER materials made freely available for professional development, and the scope and volume of born-digital community history collections permanently preserved and openly accessible.

22. Appendices

The following documents and reports are included to provide additional insight into program and curriculum materials developed as part of the program and the current state of participant activities.

Appendix 1: Press Release. The Call for Applications press release shared on dozens of listservs and channels.

Appendix 2: Online Application. A copy of the online application for public libraries to participate in Community Webs.

Appendix 3: Kickoff Meeting Agenda. The agenda for the Y1 program kickoff meeting in San Francisco, CA

Appendix 4: Library Summary Updates. Brief progress reports detailing Year 1 & Year 2 activities from all participating Community Webs public libraries, both the 15 IMLS-supported libraries and 12 Internet Archive funded libraries.

Appendix 5: Year 2 Survey. Questions and responses to help inform the year 2 meeting agenda and training modules.

Appendix 6: Year 2 Meeting Agenda. The agenda for the Y2 program meeting in Columbus, OH.

Appendix 7: Project Feedback Survey. Final program evaluation wrap-up questions and responses from participants.

Appendix 1: Press Release



Empowering Public Libraries to Create Community History Web Archives

CALL FOR APPLICATIONS

DEADLINE: AUGUST 25, 2017

Local history collections have long served as vital resources for dynamic communities, but how are they adapting to the predominance of web-based publishing? The ability to preserve local records from online news, local blogs, regional websites, social media, and other platforms is an increasingly important skill for librarians seeking to fulfill their role as information custodians and community anchors in the age of the web.

Web content is inherently ephemeral, with an average lifespan of only ninety days. By including web archives in their collecting activities, librarians can play an active role in preserving the contemporary records of their communities and ensure that these unique materials are accessible for use as a trusted source in the future.

Interested in learning more? The Internet Archive is accepting [applications](#) from public librarians for a funded program of continuing education, training, and services in the field of web archiving.

SCOPE

- A two year IMLS funded program to provide education, applied training, cohort support, and web archiving services for public librarians to develop expertise in web archiving.
- The project will preserve over 35 terabytes of community heritage materials for long-term access
- Create open educational resources relating to web archiving and digital preservation
- Explore new forms of local engagement and partnerships through public programming support.

RESOURCES

- Each library will receive the equivalent of **\$25,000** in web archiving services, equaling a 0.50 TB archival data budget per year for five years (extending beyond the two years of this project) to build local history web archive collections. This includes access to and training on the Archive-It web application. All content archived in this project will be available in perpetuity.
- Each librarian will also receive **\$3,500** per year to attend cohort meetings, participate in trainings, conferences and professional development, and local events.

WHAT DOES PARTICIPATION LOOK LIKE?

- Project activities averaging 2 hours a week in staff time
- Six project-related virtual trainings (spread over 2 years)
- In-person cohort meetings (1 per year; costs covered per above)
- Attendance at a local/regional conference to speak on or promote the project (1 per year; costs covered per above)
- Opportunities to contribute to documentary materials and publish on outcomes (such as blogging or writing case studies)
- Participate in a cohort community via online forum, feedback, etc.

WHO SHOULD APPLY

Prior technical knowledge is not required or expected. This program is open to public libraries of all sizes and locations. Our goal is to expand the types of institutions collecting web based content, so any libraries interested in exploring archiving the web are encouraged to apply.

Visit us online: <https://archiveit.org/> or to apply [Community Webs Application](#)

PROGRAM PARTNERS



**INSTITUTE OF MUSEUM AND
LIBRARY SERVICES** (imls.gov)



ARCHIVE-IT
(archive-it.org)



QUEENS PUBLIC LIBRARY
(queenslibrary.org)



WEBJUNCTION
(webjunction.org)



**SAN FRANCISCO PUBLIC
LIBRARY** (sfpl.org)



**CLEVELAND PUBLIC
LIBRARY** (cpl.org)

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Appendix 2: Online Application Form

Community Webs: Empowering Public Libraries to Create Community History Web Archives

The Internet Archive is accepting applications from public librarians interested in participating in a program of continuing education and training to enable libraries to build collections of historically-valuable, web published materials documenting their local communities. This program is offered by the Internet Archive in partnership with WebJunction, and with funding from the Institute of Museum and Library Services to provide subsidized training, professional development, and web archiving services. Read more about the program: <https://archive-it.org/blog/projects/community-webs/>. Visit our FAQ page: <https://archive-it.org/blog/community-webs-faqs/>

Please note that there will be an in-person meeting November 2-3, 2017 at the Internet Archive headquarters in San Francisco. Attendance at this meeting is a core component of the grant, so we ask that all applicants be available to attend the meeting. Funding to attend this meeting is included in the stipend given to all participants.

Before completing this application, please:

1. Read the "What does participation look like" section at <https://archive-it.org/blog/projects/community-webs/> and the FAQ page at <https://archive-it.org/blog/community-webs-faqs/> to make sure you understand the requirements for participation. Send any questions to Program Manager Maria Praetzellis at maria@archive.org.

2. Review all of the application questions and take time to prepare your responses. This is a competitive application process toward the selection of libraries from across the United States.

3. Submit your completed application by 5:00 p.m. PDT on Friday, August 25. Be sure to press "done" at the end of the application to submit your results—you'll know it's worked when you are redirected to a thank you page.

The information you submit in your application will be accessible to the Community Webs project team. Input from applications may be used in project reporting, but will not include any personally identifiable information.

Email address *

Valid email address

This form is collecting email addresses. [Change settings](#)

Untitled Title

Description (optional)

Name *

First and last name

Short answer text

Institution *

Short answer text

Institution Mailing Address *

Short answer text

Phone number *

Short answer text

Which of the following positions best describes your role at the library? *

- Director
- Manager or Supervisor
- Librarian
- Assistant or Associate
- Other...

How many full-time staff are employed at the building/branch where you work? *

Short answer text

Institutional description *

Please describe your library's experience with local history programming or collecting and any complementary programs that have been undertaken. You are not required to have experience in this area to apply. (250 word limit).

Long answer text

Demographics of library patrons *

Please include the following general statistics of community served: population size, racial or ethnic distribution and income level. (250 word limit)

Long answer text

Please tell us about the community your library serves. What makes it unique and how might your library's participation in this project address community learning needs? (250 word limit)

Long answer text

If selected, can you confirm that your library will sign a lightweight agreement with the Internet Archive on expectations and parameters for participation? This is a common requirement for subsidized services provided via IMLS funding.

- Yes
- No
- Unsure

Do you have regular access to an internet-connected computer or laptop, as well as an audio connection (telephone or audio through your computer), to participate in online webinars and meetings and to access the online community of practice for this project?

- Yes
- No
- Maybe

Will you be able to attend the in-person meeting, November 2-3, 2017 at the Internet Archive headquarters in San Francisco? *

- Yes
- No
- Unsure
- Other...

How did you hear about the Community Webs project?

Short answer text

If selected to participate in this project, you will be your library's primary point of contact for all project activities. This will require ongoing accountability as part of the Community Webs cohort and project, as well as the facilitation of input and decision-making within your library and community to meet project goals. Please describe how you (and your supervisor, if applicable) will coordinate your responsibilities to be successful in this project. (250 word limit.)

Long answer text

Please share any additional questions or thoughts regarding your potential participation in Community Webs.

Long answer text

Appendix 3: Kickoff Meeting Agenda

Community Webs Meeting

November 3, 2017

Internet Archive Headquarters

San Francisco, CA

09:00-09:30 Coffee and Light Breakfast

09:30-10:00 Introduction and remarks, Brewster Kahle

Overview of Grant Goals & Objectives, Jefferson Bailey

10:00-10:30

Trends and Models in Public Library Archives, Diantha Schull

Evolving Practices in Web Archiving, Maria Praetzellis

10:30-11:00 Break & Networking

11:00-12:00 Facilitated Discussion #1

12:00-13:30 Lunch and tour of the Internet Archive

13:30-14:45 Panel

Promising Projects in Digital Collections and Web Archiving

Mel Gooch, Main Library 5th Floor Manager, San Francisco Public Library

Natalie Milbrodt, Queens Memory Program Director and Metadata Services Coordinator, Queens Library

Chatham Ewing, Digital Library Strategist, Cleveland Public Library

Abbie Zeltzer, Librarian, Patagonia Library

14:45-15:15 Break & Networking

15:15-16:15 Facilitated Discussion # 2

16:15-17:00 Review of the Day, Open Group Discussion, Next Steps & Activities

17:00-18:00 Reception at the Internet Archive