

100 Puerto Ricans

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Outline

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Introduction

The 100 Puerto Ricans campaign is a strategy designed to encourage individuals and organizations that have made or are making a difference in our community to record and document their experiences for future generations.

We seek to:

- Strengthen Centro's archival collections by making them more comprehensive and balanced.
- Engage a broad range of organizations and partners in the implementation of this campaign.
- Design and implement a fundraising campaign to support the implementation of the initiative.

Why a More Comprehensive and Balanced Archival Collection?

- To promote and support the historical preservation of our heritage.
- To better reflect the contributions of the Puerto Rican people to society.
- To have a more accurate historical record.
- To honor individuals and organizations who have made a difference in our communities and beyond.
- To celebrate the move to state of the art archival preservation facilities in *El Barrio*.

If Not Us, Who?

The Centro Library and Archives is the world's only institution solely dedicated to collecting, preserving, and disseminating the history of the Puerto Rican diaspora.

- The library collection consists of over 25,000 books, 2,500 thesis, and over 500 films.
- The archives houses over 5,000 cubic feet of documents (manuscripts and printed records), more than 40,000 images, hundreds of oral histories, and other important resources.

Process to Add Archival Collections



Who does what in the process to add archival collections?

- Nomination (Self, Others)
- Evaluation (100 Committee, Staff)
- Recruitment (100 Committee, Partners)
- Acquisition & Agreement (Staff)
- Collection Development (Staff, 100 Volunteers)
- Public Access (Staff, Partners, 100 Volunteers)
- Scholarship & Education (Staff, Scholars, 100 Volunteers)

Strategic Partners and Networks

- National Puerto Rican Historical Preservation Society
- ASPIRA
- Puerto Rican Day Parade
- HITN
- UPR-Rio Piedras



Escuela Graduada de Ciencias y Tecnologías de la Información (EGCTI), Centro de Investigaciones Históricas, Sistema de Bibliotecas, Asociación de Bibliotecarios de Puerto Rico

Nomination Form



"100 Puerto Ricans" Nomination Form

Nominee contact info (please fill one sheet for each person nominated):

Name: _____
 Address: _____
 Tel _____ h Tel _____ w Tel _____ m
 Email: _____

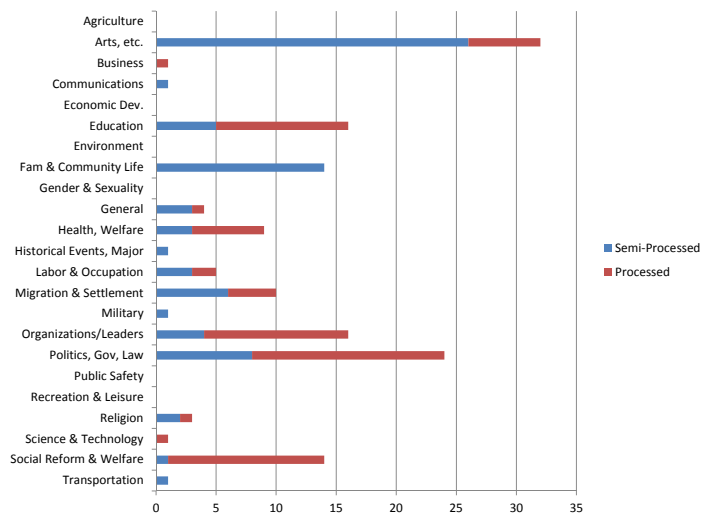
Person making nomination contact info:

Name: _____
 Address: _____
 Tel _____ h Tel _____ w Tel _____ m
 Email: _____

Date _____

Please describe why the documents and papers from this person or organization would be a good addition to the Centro Library and Archives:

Evaluation: Assessing Strengths



Notable Gaps in Our Collections

- Areas Outside New York, New York City
- Business
- Media & Communications
- Environment
- Sexuality and Gender
- Military
- Religion
- Science & Technology



Prospective Donors Packet

- Cover Letter, explanation of 100 Puerto Ricans to potential donors
- Q & A
- Description of the Library & Archives
- Donor Commitment Form

Cover Letter

BE AMONG THE GREATEST

*Tell Your Story to Centro Archives
It Will Live On Forever*

The Center for Puerto Rican Studies (Centro) is inviting you to join the company of such famed Puerto Ricans as writer Clemente Soto Vélaz, charismatic community leader Helen Rodríguez Trias, Nuyorican artist Merián Soto, story teller and puppeteer Pura Belpré, and many other well-known and not-so-well-known members of our community.

These gracious men and women, all having lived stateside for most or part of their lives, and all of whom have made an impact in the public or private spheres, have entrusted their life stories – their papers, photos, many of their artistic and literary works, posters, news clips, and all sorts of personal items – to the renowned Centro Archives.

Centro has chosen to ask you to do the same during a campaign designated as *100 Puerto Ricans*. The campaign's goal is to expand our archival collections to include the most comprehensive cache of materials possible in order to tell the full story of the diaspora to future generations. Your participation will help provide historians, other researchers, writers, and anyone interested in our past with the broadest and truest basis for their work.

Your donation can vary from anything from a substantial collection to simply participating in a videotaped interview with one of Centro's archivists. You can commit to donate now or promise to do so in the future.

The men and women noted above – like scores of other stateside Puerto Ricans – understood that documenting their lives for Centro Archives was how they could contribute to ensuring that our story, the proud and varied history of the Puerto Ricans in diaspora, is preserved.

It is a story that extends from the Pioneros who ventured to the mainland in the first wave of the Great Migration to those born stateside. It is our collective memory. It is what we did, how we did it, and how we felt as Puerto Ricans living on the mainland. It is about preserving our unique culture while mixing into the American stew. *It is your story. Preserve it. Become one of the 100. Join the other great Puerto Ricans and become part of history.*

Questions & Answers Sheet

Questions & Answers About Donations to the Centro De Estudios Puertorriqueños Library and Archives

What is an Archive?

An archive is a repository to preserve, organize, store, and disseminate written, visual and audio materials. An archive promises professional management, environmentally controlled storage, proper handling and organizing, and provision of access to the donor and scholars.

Why Choose the Centro Archives?

First, because it is the only archives in the world dedicated solely to collecting, preserving, and disseminating the story of the Puerto Rican diaspora, your donations will not be subsumed by other topics, as could happen in a less specialized archives. Second, since the Puerto Rican diaspora is our only interest, the Centro Archives staff all has special knowledge of the experience and can gauge the importance of your collection. Third, you will know your contributions will be well utilized because Centro is the first stop for anyone interested in investigating stateside Puerto Ricans. Moreover, as Centro digitizes its holdings, they become more easily accessible online through the Centro and other websites.

What Can I Donate?

Most anything having to do with personal and professional life: all types of professional, personal or organizational papers; articles from newspapers and other periodicals; manuscripts, speeches, minutes, and lectures; arts and meetings programs, posters, memos, brochures, business records, reports, scrapbooks; video tapes, photographs, prints, recorded music; and even personal ephemera. Archivists will also work with you to create a new video on topics related to your life and career.

What about Copyrights and Tax Deductions?

The American Society of Archivists advises that ordinarily curators ask donors to assign any copyright the donor might own to the archive. This facilitates the use of the item by researchers. Some donations are tax deductible, and donors should check with their accountant or attorney. Curators cannot give tax advice or appraise the monetary value of a collection.

Can I Rely on Centro?

Absolutely. The unit adheres rigorously to national standards and best practices, complying with current national standards for digital preservation and access, as recommended by the Open Archival Information System standards (OAIS). Centro archives is headed by an experienced chief archivist and staffed with professional archivists. Along with the non-professionals, the staff is trained in all spheres of preservation management, including cutting-edge digitization processes. Our archives staff is experienced in organizing as well as preserving items.

How Do I Get the Donation Ball Rolling?

Please call Alberto Hernandez, phone: 212-396-7478; e-mail: alberto.hernandez@hunter.cuny.edu. We will be delighted to set up a meeting.

Donor Commitment Form

 **100 Puerto Ricans
Donor Commitment Form**

Name: _____
Address: _____
Tel: _____ h Tel: _____ w Tel: _____ m
Email: _____

You are donating:

Personal documents For an organization _____
 For a family member _____ Other _____

Please mark all the donations that you are willing to transfer to Centro Library and Archives:

Documents (_____ boxes) Photos (_____)
 Original art work (_____) Oral history (audio [] video [])
 Memorabilia (_____ pieces) Financial contributions (\$ _____)
 Other _____

I am interested in volunteering for:

collection development Public Access and Education Programs

Suggestions of Other people to invite to donate their papers to Centro:

1. Name _____ Tele-mail _____
Address _____

2. Name _____ Tele-mail _____
Address _____

Other Suggestions: _____

Signature _____ Date _____

Collection Development

- **Arrangement**—The archivist constructs an inventory of the records.
- **Description**—The archivist describes the history of the person or body that created the records in a finding aid.
- **Finding Aids** —provide information about the contents and nature of documentary materials and specifies contents within the series and folders.
- **Microforms**—photographic film used as a stable way to preserve and archive data.

Costs of Processing Archival Collections

- An archivist and an assistant fully devoted to a collection can process between 120 and 500 cubic feet of organizational records and between 80 and 200 cubic feet of personal papers per year.
- Cost of processing one foot of archival materials is estimated to be \$1,000.



Cost of Storage Facility

Preservation quality storage includes climate control (temperature, humidity, fungi and pests, flood and fire) and security.

- As of October 2011, Centro has a total of 2,902 cubic feet of papers and documents in storage.
- ➔ Annual cost is \$60,000, or about \$20 per cubic feet.
- ➔ Shipping to and from the storage facility is about \$12.00 per box (1/2 c.f. to 1 c.f.)

Costs of Public Access

- Digitization - from \$2.00 to \$6.50 per image
 - Preparation
 - Scanning
 - Metadata
 - Web publishing
- Microfilm – processing four reels, or about one cubic feet of documents, is \$1,000.
 - New York State Education Department awarded \$200,000 over 7 years to process 955 reels or 248 c.f. of the total 1,400 c.f. of the Commonwealth of Puerto Rico (OGPRUS) collection (17.7%).



Cost of Historical Preservation Partnership Program

National small grants competition aimed at collecting archival material, research, and dissemination of knowledge about the stateside Puerto Rican community.

- offers individual grants ranging from \$2,500 to \$4,500
- Over 19 individual partners since 2009.
- Topics include: women, sexuality and gender studies, migration, art, literature, history, cookery, religion, music, and theater.
- total cost of program is over \$60,000

Cost of Educational Program

Centro Videos:

- Frank Bonilla
 - Pura Belpré
 - Clemente Soto Vélez
- ➔ \$15,000 to \$20,000 per video



History Posters (Forthcoming):

A series of educational posters depicting the history of the Puerto Rican diaspora.



- ➔ \$10,000 to \$12,000 for 200
copies of six posters

Educational Programs

Art Education Mural Pilot Project at
Middle School 406 (Forthcomming)



Artist Maria Dominguez is now conducting
a 6-week workshop with a group of 8th graders
to create a model and small mural.

Where do we go from here?

- Governance (?)
 - Example: Co-chairs
- Sub committees (?)
 - Example: Development and Fundraising
- Events and Activities (?)
 - Example: Monthly panels with Pioneros by areas
- Communication (?)
 - Example: conference calls, webinars
- Next meeting
- Other people to invite to join the campaign?