



# Salem Public Library Advisory Board

## Salem Public Library

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### Salem Public Library Advisory Board

#### Board Members

Francine Boullosa  
Gretchen Coppedge  
Katherine Daniels  
Bill Distad  
Sarah Bishop  
Denise Duren  
Lois Stark  
Callen Sterling  
Stephen Rosen

#### City Staff

Sarah Strahl, City Librarian  
Clarissa Maciel-Garibay, Staff Assistant

Next Meeting: Wed., May. 12, 2021

[www.cityofsalem.net](http://www.cityofsalem.net)

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### Meeting Agenda

Wednesday, April 14<sup>th</sup>, 2021

5:30 p.m. – 7:00 p.m. Virtual Meeting

The meeting will be available on

<https://www.youtube.com/channel/UCuw7eUMqW0fgwHhj8h1ECIQ>

1. Call to Order
2. Approval of Minutes
  - Wednesday, March 10<sup>th</sup>, 2021
3. Public Comment  
(Appearance of persons wishing to address the Board on any matter other than those which appear on this Agenda.)
4. Information Items
  - Teen Advisory Board (TAB) update
  - Chair's report
  - City Librarian's report
  - Friends of SPL report
  - SPL Foundation report
5. Discussion Items
  - Salem History Project Report (Lois)
  - Salem Budget Process (Lois)
  - Strategic Plan subcommittee Report (Lois)
6. Action Items
  - Vote on statement to take to the city budget committee
7. Miscellaneous Board Items
  -
8. Adjournment

# April City Librarians Report

## Staff News

*Staff shine as Conference presenters*

Finalist interviews for the open Deputy City Librarian position were held Thursday, March 25. Many thanks to the great candidates who we got to know in this process. Soon we'll have an exciting announcement to make!

In other recruitment news, interviews were held Monday, April 5 for the open Senior Library Assistant position. Two librarian assistant positions are in the works and will hopefully be posted in mid-April.

We also have some bittersweet news--two of our part-time staff are moving to "greener pastures" and pursuing new life paths. Salem Public Library was a great launchpad for their next steps. We are very excited for Gaby and Chelsea though we will miss them!

We are preparing for the Oregon Library Association's annual conference, which will be virtual this year. Many staff will be attending sessions from April 20-23. In addition, Librarian Alma Plasencia will be presenting at a pre-conference on April 8 and Senior Librarian Sonja Somerville will be presenting at a conference session on April 23. Librarian Alice MacGougan is serving on the OLA Planning Committee, Librarian Hannah Bostrom is leading a poster session, and Senior Librarian Rebecca Gabert is assisting with a virtual exhibit booth.

## Library Spaces

*Broadway and Main Library Updates*

Curbside expanded appointment schedule is going well. Appointments doubled in March and with the added open appointments for patrons to pick-up their holds and the reservation process is much less stressful for everyone. Coming soon: no appointment necessary for returns! Staff teams are currently exploring how to expand services even further to allow for browsing, computer use and printing at least one day a week. This exploration is with the Emergency Operations Center and will require their sign-off. There is currently no timeframe set for beginning to expand into these services.

Progress continues on the Main Library. The new furniture has been ordered and the signage has been proofread and approved for production. Move back planning is in full swing with late August tentatively targeted for Main Library to be ready for patrons (much on the Main Library opening also depends on COVID State Risk Levels.)

## Collections

*Collection storage continues and the Library of Things DEQ grant heats up!*

One of the continuous maintenance pieces during the renovation is the balance of returns and space at Broadway. As the shelves at Broadway fill beyond capacity, staff are continually reviewing and packing items that do not fit on the shelves. These items will be moved and interfiled with the rest of collection as part of the move back project.

Work on the Library of Things is continuing with deeper input starting to be collected to help us determine what items should go into the inaugural collection itself. Along those same lines the [10 CCRLS WIFI hotspots](#) that Salem Public Library was allotted have been circulating for a month now and the program seems to be going well so far!

## Events

*Virtually Delightful Spring Break for SPL Patrons*

The third in the three-part discussion series "Exploring Together: Supporting the LGBTQIA+ Community" took place on March 23. Staff hope to resume the "Exploring Together" conversations in the future.

## Spring Break Programs

The library offered five special activities during Spring Break 2021, which included a little something for all ages.

The **March All Ages Take and Make craft** provided participants with everything they needed to make an adorable everlasting painted rock "cactus."

**Penny's Puppets Productions** presented a virtual show entitled "The Magic Suitcase" for preschoolers and their families filled with singing and entertainment.

Teens got together for an afternoon of **Jackbox Games** for loads of zany fun.

Cartoonist, illustrator, and educator [Jonathan Hill](#) presented two separate **Journal Comics workshops** on Zoom, one for tweens in grades 4 - 7 and one for teens grades 6 - 12. Participants explored how graphic novels work and how words and pictures can work together to tell amazing stories.

Teen also hosted a successful book discussion of "Scythe" by Neal Shusterman and the monthly writing group, **Bucket of Words**.

We hosted a **5 Kinds of Nonfiction Spring reading challenge** during the month of March. Participants, including readers and listeners as young as 3 all the way up to 18, were encouraged to try 5 different types of nonfiction and log their progress for chances to win gift certificates to Salem-area bookstores.

We were able to resume the **Books4Kids Literacy Outreach Program** once the risk level dropped. In March 2021, Youth Services staff were able to pack and deliver more than 750 kits to 11 community organizations, including a number of food pantries, CASA of Marion County, Salem-Keizer Head Start, and Mano a Mano.

The 175 kits delivered to Mano a Mano included a special early literacy program entitled "**Descubrir en el Hogar**", designed to encourage children ages 3-5 and their grown-ups to share a story and explore related art or science activities together. The kit included the bilingual title "Round is a Tortilla: A Book of Shapes" and activity supplies and instructions for sharing the story and incorporating the activity, along with an online component with Youth Services staff sharing the book and activity.

## General Library News

### *Budget Season*

A report with the Strategic Planning Steering Committee members will be going to City Council on April 22nd. The Steering Committee will be comprised of representatives of:

- Salem City Council
- Salem Public Library Advisory Board
- Salem Public Library Foundation
- Friends of Salem Public Library Board
- Teen Advisory Board
- Human Rights Commission
- Center 50+ Advisory Commission, and
- Salem Parks and Recreation Advisory Board

Once the Steering Committee report has gone to Council the first order of business for the group will be to find a time with Coraggio (the Strategic Planning Consultant) to work with an expert on Equity and how to create this plan through that lens.

Library Advisory Board (LAB) members recently took a survey about their interests in the Budget process at the City of Salem. However, the first Budget Committee meeting actually happens to be on April 14th from 6-8pm, overlapping with the LAB meeting time of 5:30pm. This means that there are not budget analysts available to answer questions during a LAB meeting until May. In the meantime, [this link to the Budget & Finance website](#) is a vast portal for interested folks to learn all about the overall budget process at the City and see the quarterly financial reports and 5-year budget forecasts.

Lois Stark, LAB Chair, has also asked that a potential statement for the Advisory Board members to consider sending to the Budget Committee be attached to the agenda. That potential statement will follow this last page of the City Librarian's Report. LAB is also considering sponsorship of a Willamette Heritage Center project. The proposal for their sponsorship is also attached.

Many thanks to the wonderful staff who contribute to this report to make sure that the City Librarian's Report includes all the best and most up-to-date news for our Library Advisory Board members.

## **Library Advisory Board Comments to the City of Salem Budget Committee**

To: City of Salem Budget Committee

The Salem Library Advisory Board respectfully submits into the record the following comments for your consideration.

We recognize that there are many important funding obligations that the City must weigh and balance in apportioning limited dollars each year. The City's newly-approved Strategic Plan will help guide you in this process. Because the library's own Strategic Planning process is just beginning, our intent is not to make a budget request at this time but to promote an awareness of our library as an essential but greatly underfunded public service. We anticipate making recommendations for additional expenditures in the next budget cycle.

By "greatly underfunded," consider the following comparison of the Salem library with 28 other public libraries in Oregon that serve populations greater than 25,000.\*

- Paid staff per 1,000 population: rank 26
- Expenditures on collection per capita: rank 22
- Total library expenditures per capita; rank 27

We have two primary concerns for the future. First, we understand that the Salem library is the only library in Oregon not open on Mondays. Accordingly, it ranks at the bottom in annual public service hours per 1,000 population. Fewer open hours translate to fewer library visits, lower material circulation, etc. As Salem's population continues to grow, more hours of access to the library will be important. This will involve the funding of additional library staff hours.

The other issue of importance is the need for branch libraries, particularly in the northeast part of town. This issue is identified in the City's new Strategic Plan. It is also identified in the draft Our Vision plan and in several surveys conducted by the library over the years. The need has long been recognized but no action has been taken. The City's population is expected to increase significantly in the near future, generating ever more need for branches.

A new branch library may not require a new building. There are a number of empty storefronts in the northeast area as well as the potential for co-location at a variety of other sites. We look forward to the opportunity to explore this issue further through the library's Strategic Planning process.

The Library Advisory Board appreciates this chance to express our ideas for future funding. We welcome any input you might have about these important issues.

Sincerely,

Lois Stark  
Chair, Library Advisory Board

\*Analysis by Jim Scheppke, former State librarian

# Salem Online History 2.0

## Project Scope:

This project will revive the Salem Online History Project – a compendium website that was taken down in 2020 by its original hosts the Salem Public Library and the City of Salem. The new website, hosted and maintained by the Willamette Heritage Center (WHC), will restore access to this significant body of original research, while providing the opportunity for growth and enhancement through integration with the WHC’s extensive collection of photographs, artifacts, and archival materials.

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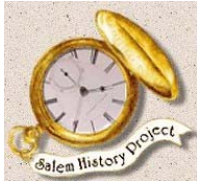
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## Background



The Salem History Project was a grant-funded web initiative spearheaded by the Salem Public Library in the early 2000s to be an online portal for history resources in the Salem community. The internet was in its infancy and the subsequent web resources were cutting edge and brought together a wealth of historical information in a user-friendly format.

The project led to the creation of two distinct resources:

- 1) Salem Online History – An encyclopedic webpage which included a series of articles written by volunteers covering topics in Salem history ranging from biographies to histories of various industries and organizations.
- 2) The Oregon Historic Photos Collection -- A searchable database of photographs from the collections of the Salem Public Library, the Oregon State Archives, the Bush House Museum, the Marion County Historical Society (now Willamette Heritage Center) and the Statesman Journal.

The original grant funding for the project did not include provisions for the long-term sustainability of the website. Updates to the content of the Salem Online History page ceased in 2005. In 2020, the site was taken down citing security concerns in its structure and is currently not available to the public, except as an archived page on the Internet Archives WayBackMachine archiving system, in which not all the links function.<sup>1</sup> The Oregon Historic Photos Collection, hosted through the Content DM platform, is still maintained by the City of Salem.

## Value of Project

### To the Community

Despite aging infrastructure, the content of the Salem History Project is still very valuable as tool for the Salem community and researchers near and far. There is a real lack of accessible, general scholarship about the history of the Salem-area. Reinstitution of the content of this site would provide an important tool for people interested in connecting with local history.

### To the Willamette Heritage Center

The Willamette Heritage Center fields hundreds of research requests every year related to local history. Much of this is fueled by lack of accessible resources for researchers interested in general inquiries about Salem history. An updated Salem Online History Website would provide a tool for staff and volunteers responding to redundant research requests on popular topics – making the department more efficient. It would also be a platform to digitally share collection materials currently housed at the WHC, making them more accessible to the public and fulfilling a core tenant of the organization’s mission to *interpret* the history of the Mid-Willamette Valley.

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<sup>1</sup> See how page has been archived here:

<http://web.archive.org/web/20071112211510/http://www.salemhistory.net/sitemap.htm>



## Proposed Project

The Willamette Heritage Center proposes to create a new and improved version of the Salem Online History Project hosted on its own website. The content from the original site (inaccessible since mid-2020) would be transferred to the Willamette Heritage Center's website by its staff and volunteers. The transfer process will include a review of current content for accuracy and improvements. The Willamette Heritage Center would assume control of the content and provide long-term maintenance, including fielding calls about errors and inaccuracies. It would also work with community partners to develop additional content to help broaden the documentation of Salem History.

## Project Timeline

### Phase I: Planning (Jan – June 2021)

- **Approval.** The project proposal signed off on by the current owners of the content – the City of Salem and the future hosts – the Willamette Heritage Center and its board of directors.
- **Secure Funding.** To ensure long-term viability of the site, a funding structure will need to be put into place.
- **Design and Content Standards.** Oversight committee formed and standards approved.
- **Volunteer Recruitment.** Write up volunteer and intern job descriptions and begin advertising positions.

### Phase II: Transfer (June 2021-Dec 2021)

Upon approval of the plan transfer can begin.

- **Review** content from original site and prioritize transfer regimen. Some content may just need to be copied and pasted into the new format, some, we may want to revise. All accompanying photo materials will need to be sourced.
- **Publishing.** The site will be immediately published with the proviso that it is under construction. In this way people will have access to content as soon as it is posted. Volunteers will be assigned sections to proof-read and format in the new site.
- **Integration.** We will also work with volunteers to incorporate content created by the WHC for various publications into the materials provided on the site by using links and attachments to point to various other written documents, digitized photographic materials and artifacts that might provide more context to the subjects discussed.

### Phase III: Maintenance and Ongoing Development (Jan 2022-ongoing)

- **Hosting.** The WHC will pay for the yearly hosting costs and domain registration for the website content, including upgrades to software and content.
- **Public Liaison.** The WHC will field inquiries and complaints about content and update or refer to oversight committee as necessary.
- **Fundraising.** The WHC will continue to solicit donations and support for the financial responsibilities of maintaining the site and its free and continued accessibility to the public.
- **Content Development.** The WHC will continue to work with volunteers to encourage continued scholarship on Salem history and additions to the content. This might include

solicitation of articles, establishment of a volunteer writers group or the creation of an award for student scholarship on Salem history.

### Design and Structure

Because the materials are being published on an extant site, this project would have reduced initial start-up costs and could begin immediately after approval. A mock-up of a proposed structure for the site has already been created. It can be accessed here:

<https://www.willametteheritage.org/research/salem-online-history/> Password: 12345

### Oversight

To ensure content quality and provide a wider scope to content improvements, an advisory committee will be formed to serve as an editorial board for content. The committee’s role initially will be to review content standards and site policies (draft of which appear in appendix A of this proposal) and to serve as beta testers for the interface to help identify potential problems for users.

### Cost Outlays for Project

By utilizing volunteer labor and making use of the current website framework, the initial phase of this project will be much less than establishing a brand-new website. Note that the figures presented for Phase I and Phase II represent one time cost outlays, whereas Phase III represents yearly costs for ongoing hosting and maintenance.

Phase I: Planning	Hard Costs	In-Kind	Notes
Staff Time			
Project Manager (Curator)	1,800		30\$ per hour (based on my salary and payroll tax paid by WHC). 60 hours.
Bookkeeper	300		10 hours
Executive Director	400		10 hours
IT Contractor	1,500		
\$4,000 hard costs to set up transfer			
Phase II: Transfer	Hard Costs	In-Kind	Notes
Intern Stipend	3,000		\$15.00/hr 10 weeks at 20 hrs. Accounting for minimum wage and payroll taxes.
Staff Time			
Project Manager (Curator)	1,800		60 hours
Bookkeeper	300		10 hours

Volunteer Hours		6,096.00	240 (2 volunteer 5 hours per week for six months) <sup>2</sup>
\$5,100 hard costs to complete transfer \$11,196 with volunteer labor			
<b>Phase III: Maintenance</b>	<b>Hard Costs</b>	<b>In-Kind</b>	<b>Notes</b>
Staff Time			
Project Manager	1,800		60 hours a year
Executive Director	800		20 hours a year Continued pursuit of funding options (grant writing, sponsorships, donor meetings, etc)
Marketing/Communication Specialist	400		20 hours a year To promote, marketing, and provide outreach for community to receive information about the site.
Volunteer Hours		19,812	780 hours a week (three volunteers doing 5 hours a week for research in new articles)
Website Hosting Fees	1,000		These represent yearly costs.
\$ 4,000 a year in hard costs \$22,612 total costs (including volunteer labor)			

TOTAL Outlay of hard costs for setup (Phase I & II) and first three years of operation (Phase III x 3):  
\$21,100.

**Funding, Sustainability and Contingencies**

The creation of the Salem Online History 2.0 website, transfer of materials and subsequent maintenance will incur cost to the Willamette Heritage Center. We seek funding for both hard costs incurred by the set-up of the new space and for the continued maintenance of the site.

While the project costs are set up with the best estimates based on current situations, there are a number of unknowns. The potential effects of political efforts to raise the national minimum wage to \$15.00 an hour may have significant impacts on the cost of hiring an intern to assist with the project. Changes in technology and web hosting companies may affect long-term pricing of hosting fees and incur unexpected consulting costs.

Due to the long-term nature of this project, the WHC is seeking \$20,000 to get the project off the ground to and provide the seed money for the startup transfer costs and to fund its continued

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<sup>2</sup> Volunteer Labor hours calculated per worksheet: <https://www.oregon.gov/oprd/GRA/Documents/LGGP-Donated-or-Volunteer-Labor-Timesheet.docx> at 25.40 per hour

operations. Administration of the initial gift to the Willamette Heritage Center would be structured as a restricted fund, with direct support to this specific program to help with set up, continuing maintenance, and any unexpected and associated contingency costs. As part of the sustainability model of the project, the WHC will also provide a donation platform embedded within the site to solicit support for this program. It will also be structured as a sponsorship and/or planned giving opportunity within the Development plan for the organization, which would entail solicitation of individuals and businesses for donations in support of the project.

## Legal Considerations

The original Salem Online History site was created by the City of Salem and the Salem Public Library with the use of many volunteer authors and grant-funded project managers. We believe the copyright for the site's material (articles, layout, name, logo) would reside with the City of Salem as they retain release forms from the volunteer authors<sup>3</sup> and the work done by the project manager and consultants would fall under the category of "work for hire" in which to intellectual rights would be retained by the contracting agency, not the creator of the materials. The only grey area is the copyright to the various historical photographic images included in the site. These may be from any number of individual sources, which may or may not be still considered under copyright.

Additionally, we believe the proposed project represents a "Educational Fair Use" of the materials originally created by the City of Salem and thus would not form a copyright infringement. The project meets all four standards for fair use:<sup>4</sup>

- The purpose and character of the use. The new site will be transformative in that it will continually be built upon, providing more information creating more value. Further editorial review of the articles, now 20 years out of date will provide new insights and addition of new primary sources in the photographic illustrations and other components will constitute a new product. It will also be transformative in that the new site will make the content (currently unavailable in any media) available to the public.
- The nature of the work. The work was created as a free encyclopedia for the public, born digital and distributed on a free platform. It is a non-fiction work, based in the idea of disseminating facts for the public benefit, a purpose for which it was designed. It was created as a collaboration for the public benefit, and our use will continue this original purpose.
- The amount and substantiality of the portion used in relation to the work as a whole. The amount taken for this reboot is based on the articles. The design, arrangement, aesthetic, photographs and other materials will be new. The portion taken will also be quite small in comparison to the total project as a whole.
- The effect of the use on the market or potential market for the original work. This project was created by a government agency with no intention to monetize the materials at the outset. The material has always been freely accessible to the public until it was taken down last year. Our project model continues this.

## Mitigation Plan

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<sup>3</sup> Need to confirm this with Kirsten at City of Salem.

<sup>4</sup> For additional context see: <https://fairuse.stanford.edu/overview/fair-use/four-factors/>;  
[https://depts.washington.edu/uwcopy/Copyright\\_Law/Fair\\_Use/Four.php](https://depts.washington.edu/uwcopy/Copyright_Law/Fair_Use/Four.php);

Even with the above understanding, we have also decided to take the following steps to further mitigate risk:

- 1) Request a signed agreement form from City of Salem granting permission to use previously developed content.
- 2) Maintain an attribution page on the website that describes:
  - a. Describes the scope and history of the original project
  - b. Lists original contributors
  - c. Describes changes made.
- 3) Identify original articles as part of the original site and attributing to original author. Also notate any changes made to the article.
- 4) Only utilize photographic materials that have a clear source of origin and for which we can attribute in a written way on the site.
- 5) We have staff ready and able to remove portions of the site at any time in the future should a concern or complaint be raised.

### Why the Willamette Heritage Center?

The benefits of utilizing the Willamette Heritage Center's existing web structure is manifold.

- 1) The hosting structure and basic design elements are already in place and the project could start immediately, drastically reducing the start-up costs and the time needed to get the content back to a publicly accessible space.
- 2) The WordPress-based system is quite easy to manipulate, meaning that WHC staff can be very responsive to errors or concerns brought forth by the public. We also have the infrastructure in place to field these calls.
- 3) This project helps fulfill the mission of the Willamette Heritage Center – to preserve and interpret the history of the Mid-Willamette Valley.
- 4) The Willamette Heritage Center staff and volunteers are already creating new content and posting new scholarship about Salem history. It makes good sense to combine efforts rather than maintain two separate systems.
- 5) The Willamette Heritage Center already maintains what is likely the largest repository of artifacts, photographs and archival records related to the history of the City of Salem. This is a natural extension of the WHC's strategic goals to make this collection more accessible.

## Appendix A: Content Standards and Development Plan

### Overview:

As part of the Willamette Heritage Center's mission to preserve and interpret the history of the Mid-Willamette Valley, the Center is eager to collect and make accessible a body of literature that will help document and share the stories of individuals, business, places, and events in the Mid-Willamette Valley.

The Salem Online History Project 2.0 is a reboot of a community-wide encyclopedic initiative spearheaded in the early 2000s by the Salem Public Library and City of Salem. After maintenance on the site ceased in 2005 and the site was taken down in 2020, the Willamette Heritage Center took over the maintenance of the materials developed for the original project and continued development. The Salem Online Project 2.0 was launched in June 2021. While the original materials were reviewed and included some source and citation information, the Willamette Heritage initiated a new set of content development standards for new contributions to the site.

The WHC enthusiastically welcomes submissions of materials for inclusion on the Salem Online History Project 2.0 website. In order to maximize accessibility, promote responsible scholarship, and provide institutional branding consistency the following standards and guidelines have been developed.

### Topics

Materials should be related to a person, organization, place or event in Salem, Oregon. Topics related to the surrounding areas of the city of Salem (i.e. the history of agricultural in the Mid-Willamette Valley, history of the city of Keizer) may be included if it is clear from the article the connection to Salem's past.

### Inclusion

We are striving to create a site that is representative of all citizens from this city's past and their varied experiences. We value, promote, and prioritize including a diverse stories and points of view and recognize that an unintentional lack of stories and scholarship within the body of work as a whole as a problem.

We recognize that the words we choose are important and can affect how people read and understand information. We will seek to use inclusive, and people-first language in all parts of the site. Inclusive language is defined as *language that avoids the use of certain expressions or words that might be considered to exclude particular groups of people, especially gender-specific words, such as "man", "mankind", and masculine pronouns, the use of which might be considered to exclude women.*<sup>5</sup> People first language (PFL) is defined *language which puts a person before a diagnosis, describing what a person "has" rather than asserting what a person "is". It is intended to avoid marginalization or dehumanization (either consciously or subconsciously) when discussing people with a chronic illness or disability.*<sup>6</sup>

We recognize that language is an evolving thing and that it can affect the reception of the information laid out in articles and scholarship overtime. As a web-based publishing platform we have the flexibility to be responsive to changes. We reserve the right to update language that may be considered offensive, out of date or not accurately representing the people and events described in articles.

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<sup>5</sup> Definition from Dictionary.com <https://www.dictionary.com/browse/inclusive-language>

<sup>6</sup> Definition: Wikipedia: [https://en.wikipedia.org/wiki/People-first\\_language](https://en.wikipedia.org/wiki/People-first_language)

## Citations

We believe it is important for future readers to know what sources were consulted at the time of research and to take some guesswork out of fact checking. We ask that all submitted articles use academic citations in the form of footnotes inside the text for specific references to facts and assertions. We suggest using the Chicago Style Manual for consistency in footnote formatting. If general materials are consulted which result in a general, rather than a specific help to the researcher, a bibliography can also be provided, but is not required.

## Article Formatting and Style

### Illustrations

We encourage authors to seek out images to help illustrate their articles. However, we are bound by copyright restrictions and will not post images for which we cannot get written permission. At this point in time, we do not have a budget to pay for use of photos from other institutions. Writers are encouraged to ask WHC staff to check WHC holdings for appropriate images within the collections maintained by the Willamette Heritage Center. No photos will be posted without attribution to their original source material regardless of copyright status. Our goal is to include at least one illustration with each article.

### Section Headings

In order to make materials as accessible as possible, we try to utilize tools of Search Engine Optimization (SEO) to make articles more findable on the internet. A big portion of this is the utilization of section headings within the text. All published articles will have the text body broken up into smaller sections with headings (rule of thumb about 300 words per section). Authors are encouraged to write their own headings. Articles submitted without headings may have them created by editors.

### Voice

While we are excited about quality scholarship, we also know that our audience likes a good story that is easily readable. We are aiming for articles with a Fleisch-Kincaid Reading scale grade of 70.0–60.0. We would also encourage authors to think about narrative and story *in addition* to the relating the facts.

### Length

There are no length restrictions on the articles.

### Primary Sources

The WHC values primary sources and making these materials as accessible as possible to individuals. Authors are encouraged to include transcriptions of original source materials in the text or as an addendum to the article.

## Submission of Articles

Articles should be submitted in digital form, utilizing footnote citations to Kylie Pine (kyliep@willametteheritage.org) and Kaylyn Mabey (kaylynm@willametteheritage.org).

## Author Attribution

All new articles will be attributed to their authors when posted and a date of posting will be stated.

## Editorial Process

In addition to a member of the WHC staff, all articles may be reviewed by an outside volunteer or member of an advisory committee. Reviewers may make grammatical corrections to the text and insert subheadings if not submitted by author. If significant changes to the content of the text are deemed advisable by the reviewer, the article will be sent back to the author with suggestions and asked to be resubmitted.

It is the goal of this site to remain accurate and current as new scholarship arises. The WHC staff or volunteers may choose to make notations or comments to original submissions in the future. Changes should be identified in the text.

If the author has a concern about editorial changes, they should submit them in writing to WHC Staff.

## Oral History, Documentation and Privacy

If the author relies on sources that are not publicly accessible (private collections, interviews, personal recollections), we ask that that information be communicated through citations or in the text itself, while respecting the privacy of individuals potentially not a part of the writing or publishing process. We encourage authors engaging in interviews to consider conducting a formal interview and submitting it to be a part of the WHC's oral history collection for future researchers. Please see guidelines and requirements below for oral history interviews. For informal interviews (those not recorded/transcribed), we would encourage transparency in communication with the narrator about the final use of the interview and a signed release form giving the WHC permission to publish their name.

## WHC Oral History Guidelines

### Purpose

The Willamette Heritage Center recognizes that the complex history of the Mid-Willamette Valley cannot only be told exclusively through collections of material culture. In order to more fully document the human experience in our region and to better document existing collections of materials, the Willamette Heritage Center actively seeks to record and collect oral history interviews.

### Terminology

Narrator – Refers to the individual being interviewed. Interviewee.

Interviewer – Refers to the person instigating and directing the interview.

### Procedure

1. Narrator Identification -- The Willamette Heritage Center will select narrators who can illuminate stories pertinent to the institution's collecting scope (see Appendix A).

2. Interview Request and Pre-Interview – Interviewer will contact narrator to schedule an interview time. A pre-interview is suggested to get more details about the person in order to be better prepared to write questions for the interview time. Interviews should be scheduled to take place in a quiet location and have a set beginning and ending time. Each interview session should last no more than 2 hours to prevent narrator fatigue. In scheduling, please be sure to explain your procedures and make sure that the narrator knows this will be a recorded interview.



3. Research and Question Writing – One should never enter an interview blind. You should do as much research on the person and the topics you would like to cover with them prior to the interview itself and come to the interview with set questions to ask. You can always interject spontaneous questions throughout the interview.

4. Interview – Interviews will be recorded. The WHC prefers video recording to be able to capture all gestures and other non-verbal cues from narrators. For preservation purposes, the WHC prefers high quality recordings in uncompressed file formats.

5. Release Agreements – At the end of the interview, the narrator must sign the Oral History Copyright Agreement. Without this agreement, the Willamette Heritage Center cannot make the recorded interview available to the public. The Willamette Heritage Center will accept materials with sunset provisions, provided that the provision is written on the Oral History Copyright Agreement and has an explicitly stated date (i.e. not 10 years beyond narrator’s death). If the narrator

would like a statement to be stricken from the record prior to signing the agreement, the interviewer should do so prior to deposit of the materials at the Willamette Heritage Center. All materials given to the Willamette Heritage Center with a signed release agreement will be considered publicly accessible with the exception of any stated provisions in the Special Conditions statement of the release agreement

6. Thank You – Interviewers should send a thank you note or make a thank you call after the interview.

7. Transcription – Interviews should be transcribed from the recording. Transcriptions should be verbatim and include the questions asked of the narrator. It is not required, but if the narrator is interested in reading a copy of the transcription, it will be made available for them for review.

8. Deposit and Cataloguing – The transcription and the recording should be placed in the museums’ storage facilities. The interview will be accessioned into the museum’s collections and the interviewer should fill out the Oral History Catalogue Form to deposit with the materials.

SAMPLE FORM

## Oral History Copyright Agreement

Willamette Heritage Center 1313 Mill St SE, Suite 200, Salem, OR 97301

### NARRATOR’S RELEASE

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I, the undersigned, hereby convey and donate to the Willamette Heritage Center, this recorded interview, all audio and video recordings, and the transcript thereof subject to any special conditions stated below.

Subject to the special conditions stated below, my interview may be used

for research, instruction, exhibition, publication, broadcast, publication on the Internet and similar purposes. Researchers at the museum may freely use these materials. Individuals and institutions may obtain a copy.

In order to encourage full use of my interview, I dedicate all of my rights in this information to the public.

SPECIAL CONDITIONS:

NARRATOR'S SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_

INTERVIEWER'S RELEASE:

I, \_\_\_\_\_, the interviewer, hereby convey all rights to the audio recording/s and transcript described above to the Willamette Heritage Center. I agree that the narrator was informed about my intention to donate the interview to the Willamette Heritage Center.

INTERVIEWER'S SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_