

Houston ARCH: A Community-Based Collaboration to Preserve the LGBT Past

Houston Area Rainbow Collective History (ARCH) – a consortium of universities, libraries, archives, and museums – proposes to arrange, describe, and catalog 103 core holdings housed among its Member Collections. These core holdings, measuring 517.8 cubic feet, illustrate the relationships, activities, aspirations, challenges, and community commitments of lesbian, gay, bisexual, and transgender (LGBT) populations. While the core holdings focus on the Houston area, their contents reflect networks that reach across the United States and abroad. While many of the core holdings are processed or partially processed, none of the Member Collections use the same standard. None is accessible off-site through common electronic finding aids. Consequently, the Member Collections remain under-utilized by researchers and LGBT communities alike. As a first step in a long-term plan to improve the Member Collections' broad accessibility, Houston ARCH will create EAD inventories for the 103 core holdings and make those inventories available through common search tools such as Google. By establishing intellectual control over the Member Collections' core holdings, Houston ARCH will increase their accessibility for researchers, students, and LGBT communities, and provide the necessary foundation for future phases of digitization, collection management, and preservation.

SIGNIFICANCE

In their 1989 volume, *Hidden from History: Reclaiming the Gay and Lesbian Past*, editors Martin Duberman, Martha Vicinus, and George Chauncey argue, “personal sexual behavior is never simply a private matter, but is always shaped by *and* shapes the wider social and political milieu.” Across the range of eras and places the essays in their volume present, the contributors remain united in that assertion: while significant to the lives of gays and lesbians, gay and lesbian history tells us about a great deal more.

Collections documenting LGBT lives not only reflect the interests of individual people, but also illuminate the broader social and cultural context in which those people lived. Sexual practices and gender norms are often subjects of broad-reaching judicial and legislative debate. LGBT populations also organize in ways that both transcend and perpetuate class and racial boundaries. Primary source materials from LGBT individuals and organizations thus provide a crucial civic resource: they enable populations often excluded from normative histories to author their own. These materials are also a valuable resource for Humanities research on shifting social perceptions of gender, sexuality, class, race, ideals of the family, and the possible relationships of the state to individuals and groups.

Materials in the core holdings will draw interest from scholars in a wide range of fields in the Humanities. (See Letters of Support, Appendix H.) Renewed attention to public culture and research on sexuality, race, and gender has helped shape the New Humanities. New Humanities research on LGBT social movement, history, and culture inquires into the complex interface of individual lives, social networks, institutions, and creative processes that shape cultural norms, political actors, and alliances. In this regard, the Member Collections' individual and institutional holdings are a vital asset. Social movement emerges from historical flashpoints as well as long-term organizing, and the core holdings selected for this proposal include evidence of both. The history of the new American South is still being written, and the core holdings document facets of that story that stretch across the Houston LGBT movement's emergence and contentious reformations. The core holdings on the social and cultural history of the AIDS epidemic are another major contribution to current Humanities research, and the Houston chapter of that story has been largely neglected.

Indeed, Houston is uniquely positioned to illuminate hidden chapters in US history and in the history of LGBT social movements. The fourth largest city in the country, it supports the second busiest US port and is an international focal point of the oil, medical, and financial industries. The intensity of national

and international trade in Houston, combined with its status as a major Southern metropolis, has made the city a hub of migration and immigration, resulting in a remarkably diverse population that stands as a leading indicator for demographic trends across the United States (see the Houston Area Survey <http://houstonareasurvey.org/>, begun in 1982 by Rice University's Dr. Stephen Kleinberg).

An important component of that diversity has been a sizable and organized LGBT population. While the Montrose area of Houston has been the most visible center of activity, Houston's LGBT communities extend throughout the city and maintain a variety of local, regional, national, and international networks. The Member Collections of Houston ARCH provide a wealth of unique primary source materials that reflect those connections. Although the majority of their holdings relate to the greater Houston area, the Member Collections purposefully include materials from across the United States and abroad. Even materials that focus primarily on Houston reflect ties that situate peoples' lives in a broader regional, national, and international context.

The 103 core holdings targeted by this proposal were chosen to reflect this depth and breadth. Each core holding was vetted by faculty and staff from Rice University and the University of Houston, professional archivists and librarians, and curators and staff from GCAM, Botts, and TFA (see Vitae and Letters of Commitment in Appendices C and E). Selection criteria included historic significance, uniqueness, utility to end users, ability to complement existing discoverable collections, physical condition, physical size, and sensitivity to concerns of consent, permissions, and privacy. Additional consideration was given to a holding's ability to complement a partial holding from another Member Collection, and thus obtain a more complete picture. The 103 resulting core holdings include personal and organizational papers, rare periodicals, photographs, video tapes, clothing, and ephemera that:

- 1) Document a wide array of organizations, influential individuals, and pivotal events in local, national, and LGBT history;
- 2) Illustrate the leadership of LGBT communities in HIV/AIDS and medical issues;
- 3) Chronicle legal and political organizing at a daily, grass roots level;
- 4) Portray the diverse array of faiths and cultures in Houston's LGBT populations;
- 5) Reflect the use of fundraising and media to create social cohesion and affect social change.

(In the thematic synopsis that follows, parenthetical numbers refer to more extensive descriptions of the core holdings in Appendix B.)

1. Core holdings that document organizations, individuals, and historical turning points

The extensive holdings of **organizational papers** document the various ways that LGBT populations worked to build community and provide services, both in times of crisis and of celebration. Among the larger holdings are those of Pride Houston (81 and 82), the Montrose Softball League (67 and 68), LUEY ("Let Us Entertain You," 51 and 52), the Houston GLBT Political Caucus (37 and 38), and the Montrose Counseling Center (64 and 65). These holdings show the deep interconnections among Houston's LGBT organizations, as well as broad links to local, regional, and national businesses. They document a fast-paced and diverse array of community events and fundraisers, revealing how social and leisure activities are intertwined with movements for political and cultural change. They also evidence the role LGBT organizations continue to play in shaping the urban landscape, both through behind-the-scenes conversations with civic leaders, and in more visible ways like parades and parties.

While many organizations have endured for decades, the records of **lapsed organizations** also reflect the realities of their times. The papers of Integrity/Interact Houston (43) and the Montrose Activity Center (60 and 61), a predecessor of the present-day GLBT Community Center, detail an era when the IRS would not grant 501c3 status to organizations that included the word "gay" in their titles. Other collections chart shifting community needs. For example, the papers of the Assistance Fund (8 and 9) and the Montrose Clinic (62 and 63) reflect how both community-generated organizations grew dramatically

in response to HIV and AIDS, until it became clear that their survival and relevance required that they merge in 2006 to become Legacy Community Health Services, a federally qualified community health organization.

Many individuals have also left significant **personal collections**. Of particular note are the papers of Gary Van Ooteghem (26 and 27), who in 1975 risked his job as Harris County Comptroller to bring the issue of gay rights before the Harris County Commissioners' Court. His case eventually rose to the United States Fifth Circuit Court of Appeals in 1981. Marion Coleman's papers (53) illustrate her vital contributions in several arenas, from running the successful printing business House of Coleman, to establishing safe socializing spaces for women through the now defunct but still celebrated bar, Kindred Spirits, to her involvement with the Executive and Professional Association of Houston (EPAH), a social organization founded in 1978 by closeted business owners and executives that has since become more open, largely due to Coleman's involvement. Other papers, like those of Wayne Calvin Martin (103) and David Bryant (20), chronicle a more intimate side of LGBT lives, through their extensive diary collections. Together, these holdings open a window into lives that often intentionally cross the boundaries of public and private. They also document how social change is not only the work of self-proclaimed activists, but of everyday people.

Beyond organizations and individuals, the Member Collections also retain unique holdings built around historical **turning points** and controversial figures in Houston's past. One such figure is Anita Bryant (4 and 5), whose 1977 singing appearance in downtown Houston generated thousands of protestors and provided the momentum that led to one of Houston's most significant lesbian and gay organizing efforts, Town Hall Meeting 1. Another such figure is Mayor Louis Welch (54 and 55), who while running for reelection as Mayor of Houston in 1985 made a famous gaffe by saying inadvertently on microphone that his solution to HIV would be to "shoot the queers." Some turning points began in tragic circumstances, like the 1991 murder of Paul Broussard (14) that galvanized the formation of an LGBT citizens' safety group, Q-Patrol. Other turning points have been proactive interventions. The Rita Wanstrom papers (89) document the campaign to repeal Houston's "cross-dressing" ordinance, sharply illustrating the complicated connections between sexuality and social gender norms. A similarly powerful moment is captured in records from the 1977 National Organization of Women convention (1), when lesbians campaigned for visibility in the organization through a dramatic release of colored balloons during the meeting in the Astrodome. Together, these holdings offer a platform for understanding how individual historical events are mythologized and come to be seen as fateful or decisive moments.

2. Core holdings that illustrate leadership in HIV/AIDS and other medical issues

The complete **impact of HIV and AIDS** on the gay community remains impossible to measure precisely. However, the holdings of *This Week in Texas* (*TWiT*; 100 and 101) provide a useful proxy. A statewide publication publicizing the gay bar and club scene, *TWiT* controversially began to publish obituaries of those who died due to HIV complications. As the epidemic spread, the magazine grew to accommodate the increased volume of obituaries. Then in 1996, the release of protease inhibitors shrank the volume of obituaries dramatically. Such holdings provide invaluable insight into the daily drumbeat of loss that remains a primary context within which struggles for LGBT equality occur.

The core holdings also reflect the **diverse and creative responses to HIV** from LGBT populations. While the loss of life was enormous, communities were galvanized by it, and worked to create the kinds of support that neither the federal nor local governments seemed inclined to provide. The papers from Houston's Institute for Immunological Disorders (42) chart the opening of the first AIDS-focused hospital in the United States, which closed in 1987 despite its radically sympathetic approach to HIV-positive patients of all kinds. The papers of Body Positive (11 and 12) – founded in Houston to help people live healthier lives with HIV through exercise, supplements, and diet – record the evolution of that once local

program into a national and international model. Papers from the NAMES Project (72 and 73) document the broad impact of HIV in LGBT communities and beyond. Volunteer recruitment records, meeting minutes, and promotional materials show the broad local and national networks tapped by the Houston chapter of the NAMES Project for the local leg of the 1988 AIDS Memorial Quilt tour. The core holdings also preserve hundreds of books, papers, and pamphlets about HIV and AIDS (36), including rare copies of the first safe-sex pamphlets printed in the United States, many produced locally in Houston.

Significantly, nearby Galveston was an early leading center for **transgender health care**, through both a clinic Johns Hopkins opened in 1965 (102), and the Janus Information Facility, a gender identity organization that opened in 1976 with funding from the Erickson Educational Foundation (25). Collections from TFA document the crucial role these health and advocacy organizations played in the formation of a transgender movement in Houston.

The collections also document the involvement of LGBT communities in the areas of **mental health**. The papers of Montrose Counseling Center (64 and 65) show the careful work that has gone into building a nationally recognized and federally funded mental health provider and AIDS service organization.

3. Core holdings that show grass roots legal and political organizing

In keeping with the saying “all politics is local,” the core holdings record the **daily processes of political change**. The Houston GLBT Political Caucus (37 and 38) generated records of candidate screenings, voter registration drives, phone banks, and mailings, documenting the mechanics that propelled many LGBT-friendly candidates into public office. Such records also show how Get Out The Vote strategies were shaped by the social and technological conditions of the day. Viewed jointly with personal collections from people involved in the Caucus over the years – such as Gary van Ooteghem (26 and 27), Pokey Anderson (79 and 80), Ray Hill (87), Marion Coleman (53), Brian Keever (13), Sue Lovell (91), and Annise Parker (6) – these records offer a cross-sectional view of how community leaders, voters, politicians, and activists imagined both each other and their possible relationships to the state.

The core holdings also document the **institutionalization of community**. Specifically, the Town Hall Meeting I collections (98 and 99) provide a detailed look at the 1978 meeting that led to the formation of the Montrose Counseling Center and the Montrose Clinic, among others. Through reel-to-reel tapes of the meeting, posters, photos, planning papers, and other ephemera, these collections offer a ground level record of a social movement in its first stages of institutionalization. Similarly, the papers of the Houston Transgender Unity Committee (39) show how divergent and often conflicting organizations came together over time under the umbrella of “transgender.” The records of the GLBT Chamber of Commerce (33) further document how apparently “internal” economic organization through LGBT business networking events like the “Empower!” exposition also connected LGBT communities to broader economic and social structures in Houston and beyond. Core holdings like these offer case studies in the transitions social movements negotiate as their organizational forms become more defined.

The lives of **present day political leaders** are also documented. While individual holdings profile the careers of prominent figures – including City Controller Annise Parker (6), City Councilmember Sue Lovell (91), and Pokey Anderson (79 and 80), the first woman to run as an out political candidate in Houston – other collections illuminate their early political lives. All three were active in the Houston GLBT Political Caucus or its predecessor organizations. All three are also extensively documented as out politicians in a variety of LGBT publications such as *OutSmart*, *Houston Voice*, *Montrose Voice*, *Texas Triangle*, and even in early publications like *The Wand* (see section five below). These holdings also show how their initial experiences in Houston’s LGBT communities have deeply informed their subsequent political careers. After running for office in 1976, Pokey Anderson was one of 14 activists invited to the White House for the first meeting between Presidential Staff and lesbian and gay activists;

Annise Parker is running for Mayor of Houston in 2009. Together, the core holdings provide valuable perspective on the historical shifts that have made such career paths conceivable for out lesbians.

The Member Collections also offer insight into the nature of **political backlash**. Houston's LGBT history is defined by several moments when crushing defeat came hard on the heels of progress. The records in the Lawrence v. Texas (50) and Proposition 2 (83) collections illustrate how, shortly after the historic 2002 US Supreme Court ruling that struck down sodomy laws, counter-momentum from the conservative base of the Texas Republican Party amended the state constitution in 2005 to define marriage as between one man and one woman. This defeat mirrors an earlier backlash documented in the core holdings of the "Straight Slate" (96) and the 1985 Voter Referendum (2). Organized by conservative politicians, most prominently Steve Hotze, a 1985 voter referendum overwhelmingly repealed a 1984 Houston City Council resolution that granted same-sex domestic partnership benefits to city employees. The referendum was quickly followed by a campaign called "The Straight Slate," which sought to unseat those Council Members who had voted for the 1984 resolution. Beyond their utility for understanding political backlash, these collections also offer case studies on political rhetoric, shifting norms of family, and the possible relationships between individuals and the state.

4. Core holdings that portray the diversity of faiths and cultures in Houston

The core holdings also show a **socially and culturally diverse range of LGBT activity** throughout Houston. Houston is home to several long-standing LGBT musical organizations, including Bayou City Performing Arts (28 and 29), formed from the merger of the Gay Men's Chorus of Houston and the Bayou City Women's Chorus. Community sporting organizations have also flourished, including groups like the International Gay Bowling Organization (45 and 46) and the Montrose Softball League (67 and 68), which boasts multiple teams across four divisions of competition and annually hosts a national softball tournament. Some social organizations reflect the western character of Houston, like the country and western dance group, the Rainbow Wranglers (85).

A number of collections detail how Houston's LGBT organizations reach across diverse **age groups**. The HATCH collections (34 and 35) show how Houston's LGBT communities have created resources to help LGBT youth mature in settings where they can explore their social identities without the predatory or unhealthy behaviors potentially present on the streets or in the bars. The PFLAG (Parents and Friends of Lesbians and Gays; 77 and 78) collections also show how, both locally and nationally, providing a space to nurture enduring bonds between family members has increasingly become a central feature of modern LGBT lives. The Montrose Counseling Center papers (64 and 65) and the GCAM video collection (30) also illustrate the importance given to LGBT elders. Through federally funded programs like SPRY (Seniors Preparing for Rainbow Years), Montrose Counseling Center and Legacy Community Health Services recognized the specific challenges facing an aging population that came of age when it was not common to bring gender identity or sexual orientation into the social realm. Together with the oral histories documented in GCAM's video history collection, these holdings offer a multi-generational perspective on the ways that ideas of sexuality and gender have shifted over time in the Southern United States.

The core holdings also portray the intricate relationships between **communities of faith**, gender identity, and sexuality. The Metropolitan Community Church (MCC) was among the first United States churches to be founded on the principled inclusion of LGBT congregants. Indeed, Resurrection MCC in Houston houses the Botts as one of its ministries. The extensive Resurrection MCC collection (56) chronicles that work, as well as the many moves of the church in Houston, and shows the depth of its involvement in LGBT and other communities. The papers of Dignity (23 and 24), an organization of LGBT Catholics and Integrity (44), its Episcopalian counterpart, reflect the efforts LGBT believers have made to reconcile the realities of their lives with the official teachings of their faiths. Beyond these organizations, the

personal papers of the Rev. Ralph Lasher (86), a minister at Resurrection MCC and later assistant pastor at Bethel Evangelical Lutheran Church, provide an intimate portrait of a gay man and his 45 year long relationship with Harry Gibson.

The core holdings also demonstrate how Houston's LGBT populations have simultaneously transcended and reproduced **racial and ethnic divisions** within the metropolitan area. In much LGBT history and social organizing, race and ethnicity have been marginalized or treated as secondary issues, resulting in distorted histories and organizations that reflect overwhelmingly Caucasian and middle-class values. As a Southern city that has become a cosmopolitan hub of migration, Houston offers a unique location and demographic mixture that challenges such arrangements. Documents from organizations like Men of All Colors Together (57) show how interracial couples have attempted to work against stereotypes within both LGBT communities and the city as a whole. Singularly among the Southern metropolises, Houston is also home to relatively large Asian populations, prompting the formation of several groups. While the social organization Asians and Friends remains active today, the papers of the now defunct group Gay Asians (7) reveal the reach of this community's activities and the social connections they formed with other LGBT organizations. Houston's well-established Hispanic and Latino populations have produced a number of significant leaders in LGBT communities, as witnessed by the papers of the Pride Parade Grand Marshal Ray Ramirez (88). These collections speak to the relationship between demographic diversity and LGBT community formation in ways that may predict trends in other US metropolitan areas.

5. Core holdings that reflect the use of fundraising and media for social change

Systematic outreach characterizes many institutionalized social movements, a trend explicit in collections from the Transgender Day of Remembrance (21), Pride Houston (81 and 82), and the Houston GLBT Political Caucus (37 and 38). These holdings not only reflect the changing concerns of the times, as popular opinions on sexuality and gender identity shifted, but also show how politicized outreach has increasingly required that **fundraising** become a central process of social change. Situated in a global center of wealth transfer, Houston's LGBT communities have become adept at reaching out to a broad mix of social and economic groups in Houston and developing practices that have often allowed the city's LGBT populations to organize across class barriers. Just as frequently, however, fundraising efforts have brought the effects of class difference into sharp relief.

Because of Houston's diverse class base, some fundraising, particularly efforts focused on the bar scene, has maintained a self-consciously **working-class** aesthetic, often through association with long-standing leather and western subcultures. For example, the Colt 45s collection (17 and 18) illustrates how the organization, founded in 1976 as a western-themed charitable association, held the basic goal of serving the Houston community "while still having a good time." As community needs have changed, the Colt 45s have kept pace, especially in the area of AIDS and HIV.

Other fundraisers originated in distinctly **middle-class** social settings, but hold on to a similar idea of having fun while raising money. The collection of the Krewe of Olympus - Texas (48) illustrates a grandiose tradition of partying for a cause, but with a Mardi Gras flair. Originally begun in New Orleans in 1970, the Krewe moved its operations to Houston when most of the founding members also relocated here for work. It is now the nation's largest gay Mardi Gras Krewe. The Dianas (22) are a similarly grand institution. Inaugurated in 1953 as a private party to spoof the Oscars, the event grew over time into a lavish theater production and fundraiser, establishing itself so firmly that it earned national recognition in the "Chance" deck of the 1983 Fire Island Games release of "Gay Monopoly."

Like the Colt 45s and other fundraising organizations that predate the era of AIDS, the Krewe of Olympus - Texas and the Dianas eventually took on **HIV as a primary cause**. That trend also marks several other

fundraising groups: Miss Camp America (58 and 59), a long running annual drag send-up of the Miss America Pageant; the Bayou City Boys Club (10), which runs the annual “Jungle” dance party; and Bunnies on the Bayou (15), an annual Easter party on Buffalo Bayou in downtown Houston that recently celebrated its 30th anniversary.

Other community fundraising events are more tightly connected to **prominent community philanthropists**. The Gene Harrington papers (32) document how, in 1988, Jay Hollyfield sought Harrington’s assistance when the Human Rights Campaign asked for help in creating an annual fundraiser that would become Houston’s Black Tie Dinner. Photographs in the Harrington collection also chronicle many of the parties he hosted, for which he would always require an “entry fee” donation to a local food pantry. Similarly, the videos and photographs in the Jack Jackson collection (47) document his personal campaigns to raise money for the Montrose Counseling Center through the annual St. Patrick’s Day party, “Bringin’ In the Green.” Viewed alongside the other core holdings that reflect fundraising practices, these papers allow a fine-grained understanding of how individuals and collectives negotiate relationships among class status, fundraising, and the reproduction of LGBT communities over time.

Just as the collections demonstrate LGBT communities’ economic interdependence, they also offer a treasure trove of **community generated media**. Given the less than accurate portrayals of LGBT lives in much of mainstream media, these community newspapers, magazines, photographs, and broadcast shows are critical resources. The collections include a large amount of **print media**, from current publications like the monthly magazine *OutSmart* (75 and 76) and the occasional newspaper *Montrose GEM* (66), to older publications like *This Week in Texas*, the *Montrose Voice* (70 and 71), the *Houston Voice* (40 and 41) and the *Texas Triangle* (93 and 94). Importantly, the collections also hold less well-known papers: *The Albatross* (95), a 1960s magazine out of Galveston; *Nuntius* (74), an early gay publication in Houston; and *The Wand* (97), a Texas lesbian/feminist publication from the 1980s to the 1990s. The collections of Texas transgender periodicals (16, 31, and 92) also capture a range of unique publications, such as the Gulf Coast Transgender Community’s *Transmission Line*, many of which were influential far beyond Texas itself. The core holdings also contain national publications, such as a complete run of the newspaper *Sojourner* (90), a long-running venue for feminist writing and critique published by the Massachusetts Institute of Technology.

Beyond newsprint, the next largest media type represented in the collections is **photography**. While many holdings contain photographs of some kind, the Dalton DeHart collection (19) is a rich repository of over 300,000 prints and negatives capturing a wide range of LGBT community events from the late 1970s to the present day. From Montrose Softball League games to Black Tie Dinners, from small private parties to nights out on the town, this collection provides invaluable primary documentation of the diversity of LGBT social life. The Larry Butler collection (49) also provides extensive visual records of the Pride Parades: in some years, he was able to photograph every entry in the Parade.

Not all LGBT-identified people are able to access print media, however, especially those who are not open or do not feel comfortable being seen with an LGBT newspaper. For that reason, **radio shows** have also played a key role in Houston’s LGBT communities, especially the programming available through KPFT, a Pacifica radio station housed in the Montrose neighborhood. Always eclectic, its programming has included two weekly broadcasts, “After Hours” (3) and “Queer Voices” (84). The core holdings include extensive audiotape of these shows, providing a deep reservoir of oral histories and interviews with LGBT community leaders that situate and complement the other core holdings.

Video has also played an important role, as seen in both the “Montrose TV” collection (69) and the GCAM Video History Series (30). While both collections contain invaluable interviews with key LGBT community members, each takes a different format. “Montrose TV” was a newsmagazine format broadcast weekly on cable access, and so took on a more “storytelling” approach; the Video History

Series was recorded in a “community forum” style that encouraged historically valuable dialogues between the audiences and featured guests.

The preceding thematic synopsis of the core holdings presents only a small sample of their contents. Large portions of the Member Collections remain untouched. Careful arrangement, description and cataloguing will raise their accessibility and provide a rich resource for researchers, scholars, LGBT community members and the general public. The utility of the individual holdings will also increase as related but partial holdings are made discoverable through cataloguing, creating access to a more complete and nuanced record of Houston area LGBT communities than has ever been available before.

Current Condition and Accessibility

The physical condition of the Member Collections is fair, but inconsistent. All holdings are housed in at least partially temperature-controlled environments. Many holdings are also housed in humidity-controlled settings. While the Member Collections have regular public hours and make additional provisions for public access to closed portions of their collections, accessibility has been hampered by the unprocessed condition of many holdings, inadequate on-site finding aids, and the lack of off-site intellectual access.

While each Member Collection has some degree of organization, usually through paper finding aids, few of these aids render any detail below the collection level, and none of the aids are similarly organized. On-site users are often unable to navigate even the more organized holdings without help from Collection Managers. On more than one occasion, Collection Managers have themselves been unable to help a potential user because they could not locate a desired object in their stacks.

Off-site intellectual access has been even more severely limited. While GCAM offers a membership-limited search function through its website, its database does not use a standard archival format, nor is the database accessible to data-harvesting sites like Google. While TFA maintains an internal database of its holdings and has a well maintained website, it has not made its database available on the website. Similarly, while Botts has developed a PDF file that describes many of its holdings at a collection level or deeper, it does not have its own website, and the PDF file has only recently been made available on line through preliminary work by Houston ARCH (<http://houstonarch.pbworks.com/>). Improving accessibility is a primary goal of the Houston ARCH consortium. Building a common data infrastructure that will make the Member Collections’ core holdings electronically discoverable is a critical first step.

Current Use and Potential Value for Researchers and the Public

Although intellectual access to the archives has been challenging, **researchers** who have visited the Member Collections have made valuable use of them. Professor James T. Sears (University of South Carolina) is the author of several books on gay southern history (*Lonely Hunters: An Oral History of Lesbian and Gay Southern Life: 1948-1968*; *Edwin and John: A Personal History of the American South*). He found the records of the Botts crucial to the research for his book *Rebels, Rubyfruit, and Rhinestones: Queering Space in the Stonewall South (2001)*. He is also an Advisor to GCAM. Beyond researchers, **local journalists** like Brandon Wolf and Ella Tyler have made great use of the archives. The Botts and GCAM also have assisted **national publications**, like the *Advocate*.

Several **graduate students** have based their research projects on materials from the Member Collections. Bruce Remington, a University of Houston history graduate student, based his 1983 master’s thesis “Twelve Fighting Years: Homosexuals in Houston, 1969-1981” in large part on research in the Botts collections. Jonathan Heath, another University of Houston history graduate student, also used the Botts for his 2006 master’s thesis “Strength in Numbers: Houston’s Gay Community and the AIDS Crisis,

1977-1989.” John Goins, a current graduate student in history at University of Houston, also plans to work in the Member Collections for his dissertation. **Undergraduate students** in Rice University’s “Introduction to LGBT Studies” course have been using these archives since 2006 in community research projects that include written and videotaped oral histories that have themselves become part of the archives. Rice University Mellon Mays Undergraduate Fellow Darren Arquero, the first Mellon Mays student to conduct research on lesbian and gay history and politics, is also currently working on a research paper using materials from the Botts collection.

Materials from the Member Collections have also been significant sources for **community publications, productions, and exhibits**. *OutSmart* magazine frequently consults the Collections. The documentary *Montrose: Transformation of a Neighborhood*, broadcast in June 2009 on Houston Public Television, made extensive use of GCAM’s video footage of Pride Parades. GCAM has itself produced several public exhibits. Currently it curates a large rotating exhibit at the GLBT Cultural Center in the Montrose Counseling Center Building at 401 Branard Street. GCAM has also maintained satellite exhibitions at several bars in Houston, including EJ’s and Mary’s. TFA maintains a permanent exhibit in the Transgender Center at 713 Fargo Street. Beginning in 2005, the Member Collections have mounted a History Tent sponsored by the John Steven Kellett Foundation at the annual Pride Festival. In August 2008, the Houston Public Library featured the Collections in its LGBT programming.

Given this current use pattern, it is expected that the Member Collections’ traffic will increase once they establish more coherent intellectual control of their holdings and make them more widely accessible. The formation of the Houston ARCH consortium itself has spurred a growing awareness of existing resources within Houston’s LGBT community that will only increase as the project unfolds. Several **community organizations** – including the Houston GLBT Political Caucus, the Executive and Professional Association of Houston, the Houston Stonewall Young Democrats, and Pride Houston – have invited representatives of Houston ARCH to speak at their events, and recognize that the consortium’s work represents a great potential benefit for their communities. If organizational papers are electronically searchable, the Member Collections could better serve as repositories for non-profit community organizations challenged for storage space. The Member Collections could also act as a neutral space to preserve past records so that new leadership does not “clean house” each time an organization changes hands.

Individual **community researchers** who have attended Houston ARCH’s public meetings also recognize the benefit that improved access would provide for maintaining collective memory, identity, and solidarity. As LGBT populations age, it is increasingly important that both their physical artifacts and living memories are preserved. By making the Member Collections searchable, Houston ARCH lays the cornerstone for a much larger community history project: an interactive, publicly accessible digital repository of oral histories, documents, and artifacts, created collaboratively among universities, libraries, and the communities they serve.

Relationship to Similar Collections in the United States

In several cities in the United States, archives of gay, lesbian, bisexual, and transgender (LGBT) history serve the LGBT community directly by preserving the voices of historically marginalized populations. Some collections, like the ONE Archives in Los Angeles (<http://www.onearchives.org/>) and the Stonewall Library and Archive in Fort Lauderdale (<http://www.stonewall-library.org/>) position themselves as significant cultural and social centers of LGBT community-building, not only locally, but nationally and internationally. Other collections aim to create a democratically open, comprehensive national LGBT history primarily through digital means, such as OutHistory.org (http://outhistory.org/wiki/Main_Page). Still other entities focus more narrowly, usually on a specific city, like the Boston History Project (<http://www.historyproject.org/>), or Chicago Gay History

(<http://www.chicagogayhistory.com/>). Others focus on a specific organization, like the ACTUP Oral History Project (<http://www.actuporalhistory.org/>).

Houston ARCH borrows from several of these models. Rather than assuming a universal scope, it limits its work to the greater Houston area; it aims to complement other collections with a more national or international scope, in which the LGBT histories of Houston, and Texas more generally, tend to be under-represented. Houston ARCH also does not depend on a single brick and mortar presence to house the collections, but rather combines the diverse assets of existing organizations and institutions, allowing the consortium to focus its resources on improving intellectual access to materials that are already preserved but under-used.

Most importantly, the work of Houston ARCH will complement existing local and regional collections. For example, *OutSmart* Magazine has an online index, but that index only extends to January 2000. The work of Houston ARCH would make the entire sixteen years of the magazine accessible. The University of Houston has an extensive collection of *This Week in Texas*, but its holdings are partial, and only begin with volume 9. The collections from GCAM and Botts would provide complete coverage. In some cases, the Member Collections of Houston ARCH maintain holdings that are unavailable anywhere in the geographic region. GCAM holds a complete collection of *Sojourner*, a renowned feminist newspaper. According to WorldCat, the only repositories in Texas that show any holdings of this periodical are UT Austin, Texas A&M, and Texas Women's in Denton; each of those holdings is only partial. The Houston Public Library also has a number of relevant LGBT collections housed in the Houston Metropolitan Research Center; Houston ARCH is actively pursuing a future partnership with the Houston Public Library as a potential consortium member.

HISTORY, SCOPE, AND DURATION

While Houston ARCH is itself a new formation, its member organizations have been active for many decades. GCAM was founded as a 501c3 in 1999, although some individual members of GCAM have been collecting materials since the 1970s. The holdings of the Botts can be traced back to AURA, an activist organization formed in the early 1970s in Fort Worth, TX. While the Transgender Foundation of America Archive is a new entity, its holdings stem from a decade of work by its Executive Director, Cristan Williams. (See the Consortium Fact Sheets in Appendix A for more details.)

Together, the Member Collections have preserved a great amount of material through volunteer work, community fundraising, and the generosity of far-sighted community members. They continue to accept donations of historic material and make themselves available to the public on as regular a basis as possible. They offer significant and often unique holdings that document regional, national, and international history, government, journalism, arts, business patterns, social trends, and activism. These resources enable not only a detailed portrait of the LGBT social movements of Texas, but of the development and evolution of social thought around race, class, gender, and the relationship of individuals to society and the state.

Still, the Member Collections face significant challenges in arranging, describing, cataloguing, and making their holdings available to a broad public. Recognizing these limitations, in the summer of 2008, people from these organizations and faculty and staff at Rice University and University of Houston began to talk about ways to cooperate to better preserve Houston's LGBT history. Through eleven months of public meetings, smaller community focus groups, and discussions with archivists and librarians at several Texas universities and libraries, the Houston ARCH consortium began to take shape. To keep track of these ongoing conversations, Houston ARCH adopted materials from a personal website developed by one of its volunteers, and developed a project wiki: <http://houstonarch.pbworks.com/>.

Intended primarily as a site for volunteers working on Houston ARCH, it receives traffic from a relatively small number of sources, but records 437 visits to date.

As those conversations developed, it became clear that, while the Member Collections are able to maintain the present condition of their physical holdings, none has sufficient expertise or funding to make its collections discoverable through standard electronic searches, or to create finding tools that would assist off-site researchers and scholars. Institutions like Rice University and University of Houston have access to that expertise, and the ability to administer grants sufficient to fund that work. Both universities also house many researchers and students who would directly benefit from improved access to these local resources: Rice University supports the Center for the Study of Women, Gender, and Sexuality, which has an undergraduate major and a graduate certificate program, and the University of Houston has a minor in Lesbian, Gay, Bisexual, and Transgender Studies.

While the long-term goals of Houston ARCH include digitizing the Member Collections' holdings, improving collection management, and expanding holdings through collecting oral histories, this proposal funds only the foundational phase of establishing basic intellectual control and access. By processing the 103 core holdings to generate publicly accessible EAD records, this phase of the project will immediately improve access to the Member Collections. Over the long term, the formulation of a phased master preservation plan will magnify the effect of NEH support by providing both a platform for processing future acquisitions and the necessary foundation for an efficient digitization process. While this proposal focuses on mounting EAD records on the Houston ARCH wiki, the consortium is actively exploring potential partnerships with other digital repositories, including Fondren Library at Rice University, M.D. Anderson Library at University of Houston, and the Texas Portal at the University of North Texas. Other potential consortium partners include the Houston Public Library. Houston ARCH is also in the process of forming an Advisory Board, several potential members of which assisted with this proposal (see Appendices E and H).

METHODOLOGY AND STANDARDS

Privacy, Informed Consent, and LGBT Communities

Researchers and archivists must exercise special care with informed consent and privacy, particularly when working with historically marginalized populations. For LGBT-identified individuals, their decisions to conceal or reveal their sexual orientations and gender identities can be life-changing. For those individuals who for whatever reason avoid LGBT-identification, but whose behaviors might lead others to draw such a conclusion, control of public knowledge is even more fraught. The work of Houston ARCH is founded on sensitivity to and awareness of this full range of human experience and behavior touched by gender and sexuality. Deeply informed by rich humanistic traditions from feminism, lesbian and gay studies, queer theory, subaltern studies, and post-colonial studies, Houston ARCH recognizes that the preservation of LGBT history is often a privileged intervention in the lives of real people.

At the same time, as community-based archives and libraries based on bonds of trust with the communities they support, the Member Collections have not implemented any consistent policy of obtaining informed consent or written documentation of permission from donors. In some cases, donors have moved away or are now deceased, complicating efforts Member Collections might make to retroactively secure documentation and provenance.

The core holdings in this proposal, however, were selected because they meet at least one of several criteria that greatly mitigate these concerns. Many of these collections are known by the Collection Managers to be voluntary donations made by the people concerned; the donations themselves indicate the

level of trust these donors showed in the Member Collections. Moreover, many of the objects in the core holdings are publications, reflect matters of public record, or concern events that took place in the public domain. In other cases, the individuals concerned were known to be open about their sexualities and gender identities.

As the Member Collections develop and refine their processes, best practices, and standards through their work with Houston ARCH, concerns of informed consent and privacy will continue to be important, especially in future phases of the project like the collection of oral histories. The work to be funded under this proposal seeks to incorporate those concerns, particularly through the Assessments and Toolkits described below.

Methods and Standards

The 103 core holdings are in varied states of arrangement and description. There are 372.3 cubic feet of materials in “good” condition. Many of these holdings, while arranged and described to standards that vary, both among core holdings and among Member Collections, will need to be at least partially if not entirely re-processed to generate consistency among core holdings. There are 136 cubic feet of holdings in “mixed” condition. These materials have only been partially processed or roughly sorted. An additional 9.5 cubic feet are completely unprocessed. (See Appendix B for descriptions of core holdings and Collection Managers’ preliminary assessments of work required.)

Due to this wide variation in arrangement and description, Houston ARCH will develop consistent intellectual access to the core holdings by developing a uniform method of processing and description. The methods of the project will adhere to professional archival standards and entail the following activities:

- Assessing, Planning, and Training
- Archival Arrangement and Description
- Encoded Archival Description (EAD) Encoding and Online Publishing / Distribution

Assessing, Planning, and Training

Prior to processing the core holdings, the Project Archivist and Archival Consultants will conduct an overall assessment of the current archival practices of the Member Collections. This step will allow the Project Archivist and Archival Consultants to develop new or updated written policies, processes and training materials appropriate to the needs of each Member Collection. Although an assessment of general preservation practices will be conducted, conservation is not included as a specific work item because the Collection Managers consider the core holdings not to require specific treatment at this time. Based on the results of the assessments, the Project Archivist, with the Archival Consultants’ input, will develop a plan to address best practices compliance gaps, determine what training is recommended, and compile appropriate resources and references.

The Project Archivist, with support from the Project Director and Archival Consultants, will then conduct trainings with each of the Collection Managers and Member Collections’ volunteer support staff regarding best practices and project specific arrangement and processing plans. The deliverable from this step will be an Arrangement and Description Toolkit: an on-hand reference for the Member Collections that Collection Managers can use to train future volunteer staff and their eventual successors. These Toolkits primarily establish the workflow for subsequent EAD record creation. They also facilitate the long-term care and accessibility of the core holdings, as well as any future acquisitions, by ensuring the Member Collections have the training, tools, and templates necessary to adhere to archival best practices. Although the templates may differ slightly by material type, they will all include guidelines on populating

each element, such as format and applicable standard. The Toolkits will also contain metadata crosswalks that correlate Finding Aid template elements to both EAD elements and the fields of inventory tools already in use by each Member Collection.

Archival Arrangement and Description

The core holdings are in varying states of arrangement with some fully processed, while others have had only minimal or no processing at all. In developing detailed processing plans for each of the core holdings, the Project Archivist will employ the guidance of publications such as Fredric M. Miller's *Arranging and Describing Archives and Manuscripts* (1990), Kathleen D. Roe's *Arranging and Describing Manuscripts* (2005), and Mark Greene and Dennis Meissner's "More Product, Less Process: Revamping Traditional Archival Processing" (*American Archivist*, Vol. 68, Fall/Winter 2005). The Meissner-Greene method is of particular importance to the project method in that the project team will employ a hybrid approach, using minimum processing where possible in order to allow time for more detailed processing where a collection may particularly benefit, or as time allows.

Based upon the Project Archivist's assessment of the core holdings, the Collection Managers and Project Archivist will collaborate to arrange and describe each of the targeted collections to the level necessary to facilitate access. When possible and appropriate, core holdings will be arranged relative to provenance, or original order. For some collections however, original order may be long lost, or the collection itself may be an aggregate assembled from multiple sources, rather than a collection created by a single source. In those instances, collections may be classified based on subject, chronology, existing order, or another distinction deemed appropriate by their contents, supporting archival literature, and the judgment of the Project Archivist and Collection Managers.

Depending on the level of previous processing and the size of the collections, the Arrangement phase will also include division of collections into record groups and series. In some instances the Project Archivist may deem it intellectually appropriate to combine a number of core holdings, which may be done physically if the holdings are part of the same Member Collection. However, when value can be gained by "virtually" combining related collections maintained across two or more of the Member Collections into a larger collection, the physical collections will not be moved but rather "pointed to" through the creation of a "meta-collection" finding aid. To support physical and intellectual control of the core holdings, collections will be labeled with the appropriate collection, box and folder identifying numbers.

While working with the materials during Arrangement, the Project Archivist and Collection Managers will further develop their understanding of the core holdings' contents and condition for the purposes of Description and earmarking conservation issues. The Project Archivist will be responsible for maintaining an excel database of conservation issues that will be addressed in a future project. Throughout the Arrangement and Description phase, the Project Archivist and Archival Consultants will be available to support the Collection Managers in training and methodology. The Project Archivist will conduct periodic checks during the processing of each collection to ensure consistency among the Member Collections and adherence to the work plan.

Description provides the intellectual control over the collections that Arrangement provides for physically. Description of the core holdings in this project will consist primarily of the Collection Managers using the Toolkit to capture data that the Project Archivist will later encode into EAD finding aids and assign appropriate Subject Headings and keywords for each core holding. Most of the information conveyed in the finding aid is garnered during the arrangement of the collection, which will be supplemented with information obtained by Collection Managers at the time of a collection's acquisition or with research to place the collection in its historical context.

In instances where Collection Managers have already created finding aids, these tools will be reviewed against the minimum EAD required metadata fields, as documented in the Library of Congress document “Minimum Set of EAD Finding Aid Elements Required.” If an existing collection finding aid or inventory dataset does not capture the project’s minimal metadata fields, the finding aid will be supplemented. Whenever possible, crosswalks will be created to translate existing collection finding aids or inventory data fields to the EAD standard elements. However, some core holdings have no or limited finding aids, and for those collections, Collection Managers will capture additional descriptive data as prescribed in the Arrangement and Description Toolkit developed by the Archival Consultants and Project Archivist.

EAD Encoding and Online Publishing / Distribution

To achieve the primary goal of this grant – providing online access to descriptive information about the core holdings that is easily accessible to researchers – Houston ARCH commits to the following:

- Creating collection-level EAD finding aids for 103 core holdings and, as time permits:
 - More detailed description as appropriate to the specific collection, and
 - EAD finding aids for any “virtual meta-collection” created as a theoretical entity.
- Online distribution of the EAD finding aids on the Houston ARCH project wiki using:
 - Tools like EAD Cookbook or XSLT Stylesheets for formatting and display,
 - Sitemap indexing tools to enhance discoverability via portals like Google, and
 - Archival Resource Key (ARK) identifiers.

Additionally the Project Archivist and Archival Consultants will work with the Collection Managers to improve their internal databases and catalogs, both to further facilitate the creation of EAD compliant finding aids and to enhance search and access for both targeted collections and future acquisitions.

The Project Archivist will use Open Source Tools to translate the data gathered by the Collection Managers into EAD finding aids. The Project Archivist will be responsible for confirming the finding aids are valid and well-formed in relation to the EAD Document Type Definition (see Appendix G) using an open source validation tool. (Specific tools currently identified for use in this project are described in Appendix F.) However, because new tools or updated versions with enhanced functionality are constantly released, the Project Archivist and Archival Consultants will continue to stay abreast of developments in the field and adjust the list as appropriate when any new tool proves a better fit than one originally listed.

Once the EAD finding aids are published online, they must be indexed to make them easily discoverable through search engines popular among potential users, like Google. Sitemapping tools offer one solution. According to sitemaps.org, a sitemap is “an XML file that lists URLs for a site along with additional metadata about each URL so that search engines can more intelligently crawl the site.” While web crawlers usually use the links within a given website and from other sites to discover pages, sitemaps will supplement this data and allow the crawlers that support them to pick up all the URLs in the sitemap and associated metadata. Using a sitemap to index the EAD finding aids on the project wiki, this project will make the EAD records discoverable in a way that meets user demand.

Beyond serving information to search engines like Google by using a sitemap tool, findings from similar projects, specifically the Northwest Archives Processing Initiative (NWAPI), suggest that Archival Resource Key (ARK) identifiers will also be required to increase the rankings of the finding aids in Google search results. The ARK specification was developed by the California Digital Library as a means of ensuring persistent, long-term access to online information by allowing for the creation of a

stable identifier that can be referenced to retrieve a document and a durable link to facilitate search engine harvesting.

Although the technical skills needed to encode a finding aid and publish it online have been treated as a single set, this is not necessarily the case. For that reason, funds are provided for a Technical Consultant to assist in the development of the final details of the approach for publishing the finding aids online. While there are numerous open source tools available to support the creation and online publishing of EAD finding aids, including Archon, new tools are constantly released. For that reason, a decision on the specific tools chosen to publish the EAD finding aids to the project wiki will not be finalized until the Project Archivist can review the list of potential tools with the Archival and Technical Consultants.

However, it should be noted that there are additional publishing options through submitting the finished EAD records to an established federated repository, such as Rice University's Digital Repository or the Texas Archival Resources Online (TARO). While this proposal remains committed to publishing the finding aids on the Houston ARCH wiki, additional avenues will be explored and may also be utilized to disseminate the EAD finding aids resulting from this project.

WORK PLAN

The project time line below is divided into four six-month "stages" with each stage listing the steps of activity areas to be addressed. Please note that it is necessarily schematic. Some activity areas will be listed more than once if they stretch across multiple stages, such as Arrangement and Description, or if, once initiated, they continue for the duration of the project, such as providing ongoing guidance to Collection Managers.

The **initial six-month period (Stage 1)** focuses primarily on conducting initial assessments of current practices at each Member Collection. This includes reviewing technologies and tools in place and identifying training needs in the areas of archival management and best practices or technology tools. Once the assessment and reviews have been completed, the necessary training materials and Toolkits will be developed. The final milestone in Stage 1 will be to deliver training to Collection Managers in preparation for arranging, describing, and cataloging collections.

- ***Stage 1 – July 2010 - December 2010***
 - **Archival Practices & Technology Assessment**
 - Assess state of Member Collections to benchmark against best practices
 - Conduct Preservation/Conservation Assessment to identify and prioritize any critical areas to be addressed in the future
 - Assess current use of technology and recommend training or tools for each Member Collection based on the assessment results
 - Review all assessment results with Collection Managers and provide recommendations for process, tool, or template changes to each
 - **Training Development & Delivery**
 - Develop Process Improvement & Training Plans for Member Collections
 - Design an Arrangement and Description Toolkit to be provided to each Collection Manager, including:
 - Resources, reference materials and best practices
 - Archival management forms
 - Finding aid templates
 - Metadata crosswalks

- Provide basic Archival Management references and resources and deliver training to Collection Managers on new processes, tools and templates
-

The **second six-month period (Stage 2)** focuses primarily on implementing the training and recommendations delivered and discussed in Stage 1. During Stage 2 Collection Managers will focus primarily on the arrangement and description of their in-scope collections, under the guidance of the Project Archivist. The initial collection level finding aids will be produced using project templates developed in Stage 1, and resulting data will be funneled to the Project Archivist for review and overall quality checks. In addition, the Project Archivist will work with the Archival Consultants to assess the technology tools available for encoding and publishing EAD collection finding aids.

- **Stage 2 – January 2011 - June 2011**

- **Archival Arrangement & Description**
 - Examine in-scope collections to ensure adequate storage and shelving is used to house them and proper environmental controls are in place
 - Capture descriptive data for collections and prepare data for transfer to the Project Archivist for EAD encoding
 - **Encoding & Publishing EAD Finding Aids**
 - With support from the Technology Consultant, test and choose among available open source EAD generation, conversion, & publishing tools
 - Once tools are in place begin conversion of finding aids to EAD records
 - **Training Development and Delivery**
 - Provide ongoing support and guidance for the Collection Managers
 - **Conduct Outreach**
 - Build support among constituents, potential donors, allied professionals, and relevant community and scholarly organizations
-

The **third six-month period (Stage 3)** will focus heavily on the encoding of collection level EAD finding aids while the Collection Managers continue to enhance the descriptions of Collections.¹

- **Stage 3 – July 2011 - December 2011**

- **Training Development and Delivery**
 - Provide ongoing support and guidance for the Collection Managers
 - Provide Collection Managers with training on EAD encoding
- **Archival Arrangement and Description**
 - Continue creation of Collection Finding Aids and Catalog records
- **Encoding & Publishing EAD Finding Aids**
 - Project Archivist will continue to encode EAD records based on the collection level Finding Aids data generated by Collection Managers
 - Once all collection level finding aids have been encoded into EAD, develop or generate an appropriate standard stylesheet(s) for the project.²

¹ If the decision is made to publish the finding aids to any sites in addition to the Houston ARCH wiki, then completed EAD records will also be converted into other XML formats (MARC, MODS, Dublin Core, etc.) as required for inclusion in various federated catalogs and digital repositories.

² There are numerous open source tools currently available that can generate stylesheets for EAD encoded finding aids, including the Archivist's Toolkit or Archon. However, final decisions regarding which tools

- Test uploading EAD XML records and the final stylesheet(s) to the wiki
 - **Develop Project Deliverables and Conduct Outreach**
 - Promote use of the collections to potential researchers or groups
 - Build support among constituents, potential donors, allied professionals, and relevant community and scholarly organizations
-

The **fourth and final six-month period (Stage 4)** will focus on completing descriptive finding aids and subsequent EAD encoded versions for all collections in scope (including expanding initial finding aids for larger, complex collections). Bibliographic catalog records will also be generated, based on the EAD record data, and both then uploaded to the web for online user access.

- **Stage 4 – January 2012 - June 2012**
 - **Training Development and Delivery**
 - Provide ongoing support and guidance for the Collection Managers
 - Provide Collection Managers with training on EAD publishing
 - **Arranging, Describing, and Cataloging**
 - Complete creation of all Collection Finding Aids and Catalog records
 - **Publishing Finding Aids and Catalog Records**
 - Complete publication of all Collection Finding Aids and Catalog records
 - Make final decision regarding all methods, tools, and hosting sites to be used in support of providing access to Finding Aid records online
 - Publish EAD records using tools / methods appropriate for host site(s) used
 - Based on guidance from the Technology Consultant, design and deploy a search interface for the EAD records on the wiki
 - Assign keywords to records, page tags & ARK identifiers and use an open source site map tool in order to build a site index and support discoverability of EAD records by users via Google search
 - **Develop Project Deliverables and Conduct Outreach**
 - Document all project results and develop final project reports and deliverables including:
 - Final assessment report documenting all project results
 - Special Collection Reports documenting experiences of Collection Managers and the outcomes they achieved as a result of the project
 - Document potential areas for cooperative strategies or local partnerships identified in a Strategic Plan for Collaboration
 - Final Project Report and Results package for dissemination to NEH
 - Publicize the benefits of use through public and educational programs
 - Participate in public presentations and/or professional conferences

STAFF

Rice University will provide fiscal management services, office space, phone and other clerical support for the Project Director and Project Archivist.

Staffing for the project comes from a combination of sources. Part time labor from Rice University staff will provide project management and coordination. Part time Archival Consultants and a Technical

to use and whether to develop a stylesheet in house will be made once the project has started. See Appendix F for more information about EAD tools.

Consultant will provide project consultation and specialized work. A full time professional Project Archivist will lead the processing of the core holdings. Through subcontracts to the Member Collections, Collection Managers will assist the full time archivist in processing the core holdings. The Collection Managers from the Member Collections will consult with their internal Principal Investigators as necessary, and may work in other Member Collections as needed.

The Principal Investigator, Dr. Rosemary Hennessy, will devote time to the project as necessary to supervise the Project Director and the Project Archivist, maintain oversight of the project, and facilitate communication and relationship building among project staff, other Houston partner institutions, and pertinent Rice offices— in particular, Fondren Library. In addition, she will publicize the project within the broader Women, Gender, and Sexuality Studies communities locally, nationally, and internationally. Dr. Hennessy has been Director of the Center for the Study of Women, Gender, and Sexuality (CSWGS) at Rice University since 2006 where she also holds an appointment as Professor in the Department of English. She has a Ph.D. in English (Syracuse University 1990) with expertise in culture theory and gender and sexuality studies. Her publications include *Materialist Feminism and the Politics of Discourse* (1993); *Profit and Pleasure: Sexual Identities in Late Capitalism* (2000); the edited collections *Materialist Feminism: A Reader in Gender, Class, and Women's Lives* (1997) and *NAFTA from Below* (2007), as well as numerous articles. As CSWGS Director, she oversees the Center's research agenda, post-doctoral fellows, and undergraduate and graduate programs. Under her leadership, the Center's mission has been extended to promote community outreach and LGBT concerns. (See Vita, Appendix C1.)

Project Director (25% time; 520 hours per year) – Dr. Brian Riedel has taught “Introduction to LGBT Studies” at Rice University since 2006, and since 2008 has been the Projects Coordinator for the Center for the Study of Women, Gender, and Sexuality at Rice University. Dr. Riedel received his Ph.D. in Anthropology from Rice University in 2005, specializing in ethnographic work on LGBT activism. He also managed the Health Education Program for the Montrose Counseling Center in Houston for two years. As Project Director, Dr. Riedel will provide overall coordination, monitor progress, oversee the budget, write reports, facilitate connections among project staff and Houston ARCH consortium members, and promote knowledge and use of the archives. He will also arrange consultations as needed with scholarly advisors to Houston ARCH (see Appendix E), and with staff and faculty at Rice University and University of Houston, particularly at Fondren Library and M. D. Anderson Library. (See Vita, Appendix C2.)

Archival Consultant 1 (part-time; 260 hours per year) – Andrée Bourgeois is a consulting professional with over ten years experience in environmental and information management consulting. Her experience includes work as the primary processor on an NHPRC funded grant project to process and microfilm over 120 years of county level government records for 60 counties. As an Archival Consultant for this project, Ms. Bourgeois will provide expertise as needed in ways of working and work flow planning, processing and cataloging, preservation and conservation, change management, user training, archival standards, and best practices. Her time will be primarily concentrated near the beginning and end of the project, but she will be available to assist the Project Archivist and Collection Managers as needed. (See Vita, Appendix C3.)

Archival Consultant 2 (part-time; 260 hours per year) – Jennifer Greer is a Senior Business Consultant with over six years of experience in Records and Information Management and Enterprise Content Management. Her experience includes four years as Records Retention Analyst/Collection Manager for the Louisiana Department of Environmental Quality. As an Archival Consultant for this project, Ms. Greer will provide expertise as needed in strategic project planning, assessment design and analysis, change management, user training, standards, best practices, and technology tools. Her time will be

primarily concentrated near the beginning and end of the project, but she will be available to assist the Project Archivist and Collection Managers as needed. (See Vita, Appendix C4.)

Project Archivist (full-time; 2,080 hours per year) – To Be Hired – The Project Archivist will guide the Collection Managers in processing the core holdings and preparing finding aids suitable for the later application of or conversion to Encoded Archival Description (EAD), and provide training and advice to them regarding archival best practices. The Project Archivist will also conduct a high level assessment of each Member Collection for the purposes of creating, with the Archival Consultants, recommended go-forward policies, procedures and tools for each Member Collections. The Project Archivist will be selected on the basis of his/her education, experience and familiarity with Encoded Archival Description and archival best practices. A Master's degree in Library/Information Science will be required, with an emphasis on archival studies and archival processing experience. An additional degree in history or cultural studies and familiarity with LGBT studies will be preferred. (See Job Description, Appendix D1; a reasonable candidate search period is provided between the announcement of grant funding in April 2010 to the start of work in July 2010.)

Technical Consultant (part-time; 48 hours per year) – To Be Hired – The Technical Consultant will be employed only on an as as-needed basis to consult on technology issues that the members of the Project Team are unable to address on their own. Potential issues include expert advice on data system architecture compatibility, software interaction, and development of the final details of the approach for publishing the finding aids online. The Technical Consultant will be selected from the Houston labor market on the basis of his/her education and experience with current Library/Information Science technologies. (See Job Description, Appendix D2; a reasonable candidate search period is provided between the announcement of grant funding in April 2010 to the start of work in July 2010.)

Botts Collection Manager 1 (part-time; 500 hours per year) – Leif Hatlen has been a volunteer with the Botts since 2001, creating finding aids and inventorying holdings. He will work with the other Botts Collection Manager, the Botts Principal Investigator (Larry Criscione; see Vita, Appendix C5) and the Project Archivist to arrange and describe the core holdings. (See Vita, Appendix C6.)

Botts Collection Manager 2 (part-time; 500 hours per year) – Mike Kelley has been a volunteer with the Botts since 2001, creating finding aids and inventorying holdings. He will work with the other Botts Collection Manager, the Botts Principal Investigator (Larry Criscione) and the Project Archivist to arrange and describe the core holdings. (See Vita, Appendix C7.)

GCAM Collection Manager 1 (part-time; 500 hours per year) – Craig Farrell has been a member of GCAM since 2006, and Chairman of the GCAM Board since 2008. As the GCAM Principal Investigator and as Collection Manager, he will work with the other GCAM Collection Manager and the Project Archivist to arrange and describe the core holdings. (See Vita, Appendix C8.)

GCAM Collection Manager 1 (part-time; 500 hours per year) – Judy Reeves is a founding member of GCAM. With her extensive knowledge of their holdings, she currently serves as Curator for the organization. She will work with the GCAM Principal Investigator (Craig Farrell) and the Project Archivist to arrange and describe the core holdings. (See Vita, Appendix C9.)

TFA Collection Manager (part-time; 500 hours per year) – Edwin C. Erwin brings seven years of experience with data infrastructure management in the United States District Court of Southern Texas. He will work with the TFA Principal Investigator (Jo Collier; see Vita, Appendix C10) and the Project Archivist to arrange and describe the core holdings. (See Vita, Appendix C11.)

DISSEMINATION

EAD electronic finding aids will be disseminated primarily through the Houston ARCH wiki. Present plans include enhancing the visibility of those finding aids through sitemapping tools and ARK identifiers, creating high visibility for the core holdings through search engines like Google that are popular with a wide range of potential end users. To further expand dissemination, potential partnerships will be explored with digital repositories such as Rice University's Digital Repository or the Texas Archival Resources Online (TARO).

Beyond providing basic access to the products of the grant, several avenues will be used to promote the work of Houston ARCH to a range of constituencies. Informational brochures are funded both for the work of the consortium as a whole, and for the individual Member Collections through their subcontract awards. Furthermore, the Project Director will be responsible for distributing press releases through Rice Public Relations and University of Houston's Office of Media and Publications. Press releases will also be distributed to various LGBT media outlets, including *OutSmart* magazine, and the radio broadcasts "Queer Voices" and "After Hours." Notices will also be placed on the website for the Center for the Study of Women, Gender, and Sexuality, in the Center's newsmagazine *From the Center*, and on the international listserv for sexuality and gender hosted by the Center, "QStudy-L".

Venues for regular public presentations already exist through the public meetings Houston ARCH assembles in the GLBT Cultural Center of the Montrose Counseling Center building. Additional venues include the membership meetings of GCAM, and LGBT programming hosted by the Houston Public Library. Houston ARCH has already been invited to present its work by a number of community organizations, including the Houston GLBT Political Caucus, the Executive and Professional Association of Houston, the Houston Stonewall Young Democrats, and Pride Houston. This direct outreach to community groups will continue to be a defining feature of the project. Much of that public programming will include news of specific stories or artifacts of interest, and brief tutorials on how to access the information.

For more scholarly audiences, the Center for the Study of Women, Gender, and Sexuality will host a public lecture by researchers, students, and community members who have made use of the Member Collections. Other professional presentations are planned at the 2010 and 2011 conferences of the Society of American Archivists. We anticipate that a significant contribution Houston ARCH will make in those venues is discussion of our model for university and community collaboration, especially for work on populations that have been historically marginalized. Announcements will also be placed in professional and scholarly newsletters and email listservs.