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**Guide to the Howard Besser Museum Educational Site Licensing Project  
Papers, 1983, 1992-1999, and undated**

Finding aid prepared by Sue Luftschein

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## **Descriptive Summary**

**Title:** Museum Educational Site Licensing Project papers

**Date (inclusive):** 1983, 1992-1999, undated (bulk 1996-1998)

**Number:** IA20019

**Creator/Collector:** Besser, Howard

**Physical Description:** 4.77 linear feet(12 boxes)

### **Repository:**

The Getty Research Institute

Institutional Records and Archives

1200 Getty Center Drive, Suite 1100

Los Angeles, California, 90049-1688

(310) 440-7390

archives@getty.edu

**Abstract:** Papers consist of reports, printed matter, correspondence, letters, memoranda, notes, surveys, agenda, minutes, legal documents, and photographs, 1983, 1992-1999 and undated (bulk 1996-1998), created and used by Howard Besser, Principal Investigator and other participants in the Museum Educational Site Licensing Project, sponsored in part by the Getty Art History Information Program. The records describe the genesis, development, execution, and evaluation of the project.

**Request Materials:** To access physical materials at the Getty, go to the [library catalog record](#) for this collection and click "Request an Item." Click here for [general library access policy](#) . See the Administrative Information section of this finding aid for access restrictions specific to the records described below. Please note, some of the records may be stored off site; advanced notice is required for access to these materials.

**Language:** Collection material is in English

### **Administrative History**

The Museum Educational Site Licensing (MESL) Project (1994-1997) was designed to explore the feasibility of networked distribution of digital museum content in educational settings. The Project grew out of two meetings held in March 1994, the first was sponsored by the Getty Art History Information Program (AHIP), and the second by MUSE Educational Media. The AHIP meeting's purpose was to announce the launch of a digital imaging initiative; the MUSE meeting's purpose was to discuss the results of a study for developing model licensing agreements for digital media on CD-ROMs. Detailed planning for the MESL Project took place during the summer of 1994 and involved David Bearman (President, Archives and Museum Informatics), Howard Besser (Associate Professor, Information and Library Studies, University of Michigan), Eleanor Fink (Director, AHIP), Geoffrey Samuels (Director, MUSE Museum Multimedia Study Group), and Jennifer Trant (Consultant, and Manager of the Imaging Initiative, AHIP).

The MESL Project was originally framed as a testbed demonstration project to bring together museums and universities to explore the administrative, legal, economic, technical and educational issues surrounding networked distribution of museum content for educational use. The organizational phase of the project was supported by AHIP and MUSE Educational Media. The second phase of the Project was supported by a grant from the Andrew W. Mellon Foundation, and focused on studying the costs and benefits of networked distribution of digital museum information for educational use.

The Project was officially launched in September 1994 with the initial call for participation. Over 80 museums and universities submitted applications; 6 cultural institutions and 7 universities were chosen by the Project's Managing Committee. The cultural institutions were: The Fowler Museum of Cultural History, UCLA; George Eastman House; Harvard University Art Museums; the Museum of Fine Arts, Houston; the National Gallery of Art; and the National Museum of American Art. In 1995, the Library of Congress was added. The 7 universities were: American University; Columbia University; Cornell University; University of Illinois, Urbana-Champaign; University of Maryland at College Park; University of Michigan—Ann Arbor, Dearborn and Flint; and the University of Virginia.

### **Restrictions on Access**

The records in accession 2002.IA.05, subject to review for permanently closed information, are open to qualified researchers. Requests for access will be reviewed on a case-by-case basis.

The following types of records are permanently closed: records containing personal information, records that compromise security or operations, legal communications, legal work product, and records related to donors. The J. Paul Getty Trust reserves the right to restrict access to any records held by the Institutional Archives.

### **Publication Rights**

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### **Preferred Citation**

[Cite the item and series (as appropriate)], Museum Educational Site Licensing Project Papers, 1983, 1992-1999 and undated, Howard Besser. Institutional Archives, Research Library, Getty Research Institute, Finding aid no. IA20019.

### **Acquisition Information**

The records in this finding aid originated in accession 2002.IA.05, donated by Howard Besser, Principal Investigator for the Museum Educational Site Licensing Project.

### **Processing History**

A preliminary inventory of the records was made by Institutional Archives staff prior to 2004. In 2005 Sue Luftschein rehoused the material and encoded this finding aid based, in part, on the original inventory.

The records arrived in no apparent order. The series arrangement in this finding aid is an attempt to reflect the areas of concern, and the products, of the project and its participants, based on the contents of the records themselves.

Some items, particularly faxes on thermal paper, were photocopied for preservation purposes.

### **Scope and Content of Collection**

Papers consist of reports, publications, correspondence, letters, memoranda, notes, forms, surveys and questionnaires, brochures, pamphlets, clippings, press releases, agenda, minutes, invoices, contracts, and photographs, 1983, 1992-1999 and undated (bulk 1996-1998), created and used by participants in the Museum Educational Site Licensing Project, and collected by Howard Besser, Principal Investigator. The records describe the genesis, development, execution, and evaluation of the Project. The bulk of the records describe the Andrew W. Mellon Foundation-funded phase of the Project.

The reports and proposals included in the records outline the methodology for, and provide summary information about, the Project and its results during its Andrew W. Mellon Foundation-funded phase. Included are the grant proposal, written and submitted by Howard Besser, Principal Investigator, to the Mellon Foundation requesting funds to study the economic aspects of the MESL Project; technical reports submitted by the participating institutions; and two versions of the final report, *The Cost of Digital Image Distribution: The Social and Economic Implications of the Production, Distribution and Usage of Image Data* , authored by Howard Besser and Robert Yamashita (Project Manager).

The data gathering records describe the selection process for participating institutions and provide information about the design and results of data gathering. The materials contain the institutional applications of the University of Virginia, American University, University of Illinois at Urbana-Champaign, University of Maryland at College Park, University of Michigan, Columbia University, the Fowler Museum of Cultural History, George Eastman House, Harvard University Art Museums, the Museum of Fine Arts, Houston, Library of Congress, National Gallery of Art, and the National Museum of American Art.

The evaluation process funded through the Mellon Foundation, which focused on the economic implications of the Project, is documented through surveys and questionnaires completed by the participating institutions. These records also contain documents describing the development of the evaluation process, the evaluation itself, and its results. These records contain correspondence between Besser, Jennifer Trant, Beth Sandore (consultant), and other individuals involved in the evaluation.

Finally, the records contain publications and presentations produced by Howard Besser and participants in the Museum Educational Site Licensing Project, provide information about administrative matters related to the execution of the Project (specifically the Project's Advisory Board, meeting minutes, budget and expense information, and personnel records), and contain research and background materials collected by Howard Besser.

### **Organization**

These records are organized in six series: Series I. Proposals and reports, 1992-1999; Series II. Gathered data, 1994-1998; Series III. Evaluation materials, 1995-1998 and undated; Series IV. Publications and presentations, 1995-1999; Series V. Administrative records, 1995-1999 and undated; Series VI. Research and background materials, 1983, 1992, 1994-1998 and undated.

### **Subjects - Topics**

Art--Computer network resources

Picture archiving and communication systems--United States

Pictures in education--United States--Data processing

### **Genres and Forms of Material**

Agendas (administrative records)

Brochures

---

Clippings (information artifacts)

Contracts

Correspondence

Forms (documents)

Invoices

Letters (correspondence)

Memorandums

Minutes

Notes

Pamphlets

Photographs

Press releases

Publications

Questionnaires

Reports

Surveys (documents)

**Contributors**

American University (Washington, D.C.)

Andrew W. Mellon Foundation

Besser, Howard

Columbia University

Cornell University

George Eastman House

Getty Art History Information Program

Harvard University. Art Museums

Library of Congress

MUSE Film and Television

Museum Educational Site Licensing Project

Museum of Fine Arts, Houston

National Gallery of Art (U.S.)

National Museum of American Art (U.S.)

Sandore, Beth

Trant, Jennifer

University of California, Los Angeles. Fowler Museum of Cultural History

University of Illinois at Urbana-Champaign

University of Maryland at College Park

University of Michigan

University of Virginia

Yamashita, Robert

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Series I. **Proposals and reports, 1995-1999 (bulk 1996-1997)**

**Physical Description:** 1.25 linear feet(3 boxes)

**Scope and Content Note**

Papers consist of reports, proposals and correspondence, 1992-1999, of the Museum Educational Site Licensing Project that outline the methodology for, and provide summary information about, the Project and its results during its Andrew W. Mellon Foundation-funded phase. Included are the grant proposal, written and submitted by Howard Besser, Principal Investigator, to the Mellon Foundation requesting funds to study the economic aspects of the MESL Project; the museum and university technical reports, which describe the technical issues involved in the dissemination of MESL content and report on the experience; a draft of MESL Perspectives, published simultaneously with the final report, and providing "unofficial insights" into the Project; a draft of the final report submitted to the Mellon Foundation; and two versions of the final report, The Cost of Digital Image Distribution: The Social and Economic Implications of the Production, Distribution and Usage of Image Data, authored by Howard Besser and Robert Yamashita (Project Manager). The final report originally appeared in July 1998 and was reprinted in June 1999.

Some duplication appears within the records.

**Arrangement**

These records are arranged in general chronological order.

Box 2002.IA.05-1,  
Folder 1  
Box 2002.IA.05-1,  
Folder 2  
Box 2002.IA.05-1,  
Folder 3  
Box 2002.IA.05-1,  
Folder 4-5

**Mellon—proposals, correspondence, 1995-1996**

**Mellon grant, 1995-1996**

**Original grant proposal, 1996**

**Proposal drafts and supporting documents, 1996**

**Physical Description:** [2 files]

**Proposal, 1996**

**Proposal (annotated), circa 1996**

**MESL description, 1996**

**Report to advisory board, November 18, 1996**

**Project materials, 1. MESL information, 1996**

**Physical Description:** [2 files]

**"MESL Data Dictionary," 1996**

**Technical report development, 1996-1997**

**Museum technical reports, 1996-1997**

**Physical Description:** [7 files]

**Project materials, volume 1: Management:  
1997**

**Physical Description:** [1-3 of 4 files]

Box 2002.IA.05-1,  
Folder 21-23

**1997**

**Physical Description:** [4 of 4 files]

Box 2002.IA.05-2,  
Folder 1

**Museum technical reports (project materials, volume 2): 1996-1997**

**Physical Description:** [9 files]

Box 2002.IA.05-2,  
Folder 2-10

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Box 2002.IA.05-2, Folder 11	<b>Content selection in the MESL Project, 1997</b>
Box 2002.IA.05-2, Folder 12-19	<b>University technical reports, 1997</b> <b>Physical Description:</b> [8 files]
Box 2002.IA.05-2, Folder 20-22	<b>American University technical report:</b> <b>March 13, 1997</b> <b>Physical Description:</b> [1-3 of 4 files]
Box 2002.IA.05-3, Folder 1	<b>March 13, 1997</b> <b>Physical Description:</b> [4 of 4 files]
Box 2002.IA.05-3, Folder 2	<b>Technical report, University of Illinois, Urbana-Champaign, 1997</b>
Box 2002.IA.05-3, Folder 3	<b>Museum report draft, undated</b>
Box 2002.IA.05-3, Folder 4	<b>MESL terms and conditions, 1997</b>
Box 2002.IA.05-3, Folder 5-6	<b>Interim draft report and letter, 1997</b> <b>Physical Description:</b> [2 files]
Box 2002.IA.05-3, Folder 7	<b>Final report draft introduction, 1997</b>
Box 2002.IA.05-3, Folder 8-9	<b>MESL Perspectives, 1997</b> <b>Physical Description:</b> [2 files]
Box 2002.IA.05-3, Folder 10	<b>Proposed contents, final report, 1997</b>
Box 2002.IA.05-3, Folder 11	<b>Final report:</b> <b>Project background and history, 1997-1998</b>
Box 2002.IA.05-3, Folder 12	<b>Terms and conditions-framing the issues, 1997-1998</b>
Box 2002.IA.05-3, Folder 13	<b>Terms and conditions-issues, 1997-1998</b>
Box 2002.IA.05-3, Folder 14	<b>Terms and conditions-summary of issues, 1997-1998</b>
Box 2002.IA.05-3, Folder 15	<b>Content selection, 1997</b>
Box 2002.IA.05-3, Folder 16	<b>Technical issues introduction, 1997</b>
Box 2002.IA.05-3, Folder 17	<b>MESL data dictionary and data export process, 1997</b>
Box 2002.IA.05-3, Folder 18	<b>Digital image production issues, 1997</b>
Box 2002.IA.05-3, Folder 19	<b>The MESL distribution process, 1997</b>
Box 2002.IA.05-3, Folder 20	<b>Use and impact, 1998</b>
Box 2002.IA.05-3, Folder 21	<b>MESL impact: museum perspective, 1998</b>
Box 2002.IA.05-3, Folder 22	<b>MESL impact: university perspective, 1998</b>
Box 2002.IA.05-3, Folder 23	<b>Summary report, 1998</b>

- Box 2002.IA.05-3,  
Folder 24                   **MESL casual user survey, July 11, 1997**
- Box 2002.IA.05-3,  
Folder 25                   **Executive summary, July 15, 1997**
- Box 2002.IA.05-3,  
Folder 26                   **Introduction [to Economics section], circa 1997**
- Box 2002.IA.05-3,  
Folder 27                   **Annotated draft reports, 1998**
- Box 2002.IA.05-3,  
Folder 28                   **Final report notes, 1998**
- Box 2002.IA.05-3,  
Folder 29-31               **Howard Besser and Robert Yamashita, *The Cost of Digital Image Distribution*, July 1998**  
**Physical Description:** [3 files]
- Box 2002.IA.05-3,  
Folder 32                   **Richard Ekman correspondence, 1998-1999**
- Box 2002.IA.05-3,  
Folder 33-35               **Howard Besser and Robert Yamashita, *The Cost of Digital Image Distribution*, June 1999**  
**Physical Description:** [3 files]
- Box 2002.IA.05-4,  
Folder 1-3                   **Howard Besser and Robert Yamashita, *The Cost of Digital Image Distribution*, June 1999**  
**Physical Description:** [3 files]  
**General note**  
[2nd printing.]
- Box 2002.IA.05-4,  
Folder 4                   **MESL art production guidelines, undated**
- Box 2002.IA.05-4,  
Folder 5                   **Robert Yamashita, Chapter 1, Background, undated**
- Box 2002.IA.05-4,  
Folder 6                   **Stephenson, Christie, Patricia McClung, eds. *Delivering Digital Images: Cultural Heritage Resources for Education (The Museum Educational Site Licensing Project, Volume I)* (Los Angeles: The Getty Information Institute, 1998).**
- Box 2002.IA.05-4,  
Folder 7                   **Stephenson, Christie, Patricia McClung, eds. *Images Online: Perspectives on the Museum Educational Site Licensing Project (The Museum Educational Site Licensing Project, Volume II)* (Los Angeles: The Getty Information Institute, 1998).**

Series II. **Gathered data, 1994-1998****Physical Description:** 1.25 linear feet(3 boxes)**Scope and Content Note**

Papers consist of surveys, reports, brochures, pamphlets, agendas, and correspondence, 1994-1998, of the Museum Educational Site Licensing Project. The records describe the selection process for participating institutions and contain their applications (specifically, the University of Virginia, American University, University of Illinois at Urbana-Champaign, University of Maryland at College Park, University of Michigan, Columbia University, the Fowler Museum of Cultural History, George Eastman House, Harvard University Art Museums, the Museum of Fine Arts, Houston, Library of Congress, National Gallery of Art, and the National Museum of American Art). The records also provide information about the design and results of data gathering among participating institutions and several other universities and information about and from participant meetings held in Santa Monica, California and Washington, D.C.

For additional information on the Santa Monica participant's meetings, see also Series V. Administrative records.

**Arrangement**

These records are arranged generally by subject (calls for participation and applications, participation proposals, other information about educational institutions, slide library questionnaires and information, museum institutional profiles, participant meetings, technical data, and focus groups), and chronology.

Box 2002.IA.05-4,  
Folder 8

**Call for participation drafts, 1994**

Box 2002.IA.05-4,  
Folder 9

**MUSE letters, call for participation, 1994**

Box 2002.IA.05-4,  
Folder 10-11

**Educational institution applications, 1994****Physical Description:** [2 files]

Box 2002.IA.05-4,  
Folder 12

**Museum applications, 1994**

Box 2002.IA.05-4,  
Folder 13

**Miscellaneous MESL emails, 1995**

Box 2002.IA.05-4,  
Folder 14

**MESL meeting agenda, background information, 1995**

Box 2002.IA.05-4,  
Folder 15

**Patti McClung, conference call notes, 1995**

Box 2002.IA.05-4,  
Folder 16

**Conference call notes, 1995-1996**

Box 2002.IA.05-4,  
Folder 17

**Mellon documents, 1996****General note**

[Notes and emails discussing the presentation of data and the preparation of the report to the Mellon Foundation.]

Box 2002.IA.05-4,  
Folder 18

**MESL Participants, 1996**

Box 2002.IA.05-4,  
Folder 19

**About MESL, 1996****General note**

[Includes calls for participation.]

Box 2002.IA.05-4,  
Folder 20

**University participation proposals:****American University, 1994**

Box 2002.IA.05-5,  
Folder 1

**Columbia University, 1994**



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Box 2002.IA.05-5, Folder 2	<b>Cornell University, 1994</b>
Box 2002.IA.05-5, Folder 3	<b>University of Michigan, 1994</b>
Box 2002.IA.05-5, Folder 4	<b>University of Virginia, 1994</b>
	<b>Other information about educational institutions:</b>
Box 2002.IA.05-5, Folder 5	<b>University sites, 1995</b>
Box 2002.IA.05-5, Folder 6	<b>Harvard, 1997</b>
Box 2002.IA.05-5, Folder 7	<b>University of Maryland, 1994</b>
Box 2002.IA.05-5, Folder 8	<b>University of Michigan distribution cost report, 1996</b>
Box 2002.IA.05-5, Folder 9	<b>Correspondence re: University of Michigan role, 1997</b>
Box 2002.IA.05-5, Folder 10	<b>University of Oregon information, 1997</b>
	<b>Slide library questionnaires and information:</b>
Box 2002.IA.05-5, Folder 11	<b>American University, 1997-1998</b>
Box 2002.IA.05-5, Folder 12-13	<b>Columbia University, 1997-1998</b> <b>Physical Description:</b> [2 files]
Box 2002.IA.05-5, Folder 14-17	<b>University of California, Berkeley, Architecture Slide Library, 1997</b> <b>Physical Description:</b> [4 files]
Box 2002.IA.05-5, Folder 18-19	<b>University of California, Berkeley, Art History Slide Library, 1993-1997</b> <b>Physical Description:</b> [2 files]
Box 2002.IA.05-5, Folder 20	<b>University of Illinois, 1997-1998</b>
Box 2002.IA.05-6, Folder 1	<b>University of Oregon, 1997</b>
Box 2002.IA.05-6, Folder 2	<b>Museum institutional profiles, 1994</b>
Box 2002.IA.05-6, Folder 3	<b>George Eastman House, 1997</b>
Box 2002.IA.05-6, Folder 4	<b>Museum of Fine Arts, Houston, 1997</b>
	<b>Participant meetings:</b>
Box 2002.IA.05-6, Folder 5-6	<b>Participant meetings reports, 1995-1996</b> <b>Physical Description:</b> [2 files]
Box 2002.IA.05-6, Folder 7	<b>Participants meeting, American University, May 13-15, 1996</b>
Box 2002.IA.05-6, Folder 8	<b>Agenda, Santa Monica meeting, December 1996</b>
Box 2002.IA.05-6, Folder 9-11	<b>Discussion drafts, Santa Monica meeting, December 1996</b> <b>Physical Description:</b> [3 files]
Box 2002.IA.05-6, Folder 12	<b>Survey forms, 1996</b> <b>General note</b> [Drafts of requests for information for technical reports.]

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Box 2002.IA.05-6, Folder 13	<p><b>Museum "baseline," 1996</b></p> <p><b>General note</b></p> <p>[Notes re: requests for information for technical reports.]</p>
Box 2002.IA.05-6, Folder 14	<p><b>Server "monitoring," 1997</b></p> <p><b>General note</b></p> <p>[Emails regarding collection of data from MESL servers.]</p>
Box 2002.IA.05-6, Folder 15	<p><b>Focus groups:</b></p> <p><b>CAA focus group, 1998</b></p>
Box 2002.IA.05-6, Folder 16	<p><b>Focus group notes, 1998</b></p>
Box 2002.IA.05-6, Folder 17-18	<p><b>Focus group notes and questionnaires, 1998</b></p> <p><b>Physical Description:</b> [2 files]</p>
Box 2002.IA.05-6, Folder 19	<p><b>Focus group transcripts, 1998</b></p>
Box 2002.IA.05-6, Folder 20	<p><b>Focus group report (draft), 1998</b></p>
Box 2002.IA.05-6, Folder 21	<p><b>Focus group notes, undated</b></p>

Series III. **Evaluation materials, 1995-1998, undated**

**Physical Description:** 0.82 linear feet(2 boxes)

**Scope and Content Note**

Papers consist of correspondence, letters, notes, reports, surveys, and questionnaires, 1995-1998 and undated, created by participants, including Howard Besser and Jennifer Trant, in the Museum Educational Site Licensing Project, that describe the development of the evaluation process, the evaluation itself, and its results during the Andrew W. Mellon Foundation-funded phase of the Project. These records include evaluations of use, but are specifically focused on the economic implications of the Project. During this phase of the project, Beth Sandore, Coordinator, Digital Imaging Initiative and Associate Professor, University of Illinois, was hired as a consultant.

**Arrangement**

These records are arranged chronologically.

Box 2002.IA.05-7, Folder 1	<p><b>Letter re: project evaluation proposal, 1995</b></p>
Box 2002.IA.05-7, Folder 2-3	<p><b>Evaluation surveys, 1995</b></p> <p><b>Physical Description:</b> [2 files]</p>
Box 2002.IA.05-7, Folder 4-5	<p><b>Evaluation, 1995-1996</b></p> <p><b>Physical Description:</b> [2 files]</p>
Box 2002.IA.05-7, Folder 6	<p><b>MESL evaluation, 1995-1996</b></p>
Box 2002.IA.05-7, Folder 7	<p><b>Emails and information re: evaluation, 1996</b></p>
Box 2002.IA.05-7, Folder 8	<p><b>Workplans, 1996</b></p>
Box 2002.IA.05-7, Folder 9-10	<p><b>Evaluation committee, 1996</b></p> <p><b>Physical Description:</b> [2 files]</p>
Box 2002.IA.05-7, Folder 11	<p><b>Beth Sandore's questionnaires, 1996</b></p>

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Box 2002.IA.05-7, Folder 12	<b>Measurement responses, 1996</b>
Box 2002.IA.05-7, Folder 13	<b>Emails, notes re: evaluation, 1996</b>
Box 2002.IA.05-7, Folder 14	<b>Workshop on user needs and assessment and evaluation, DL '96, 1996</b>
Box 2002.IA.05-7, Folder 15-16	<b>Miscellaneous evaluation reports, 1996</b> <b>Physical Description:</b> [2 files]
Box 2002.IA.05-7, Folder 17	<b>Online surveys, 1996</b>
Box 2002.IA.05-7, Folder 18-19	<b>Instructor/Student/Researcher evaluation and questionnaires, 1996-1997</b> <b>Physical Description:</b> [2 files]
Box 2002.IA.05-7, Folder 20-22	<b>Art image database instructor and student evaluation report, 1997</b> <b>Physical Description:</b> [3 files]
Box 2002.IA.05-7, Folder 23	<b>Schedule for MESL evaluation visit, University of Illinois, Urbana Champaign, February 10-11, 1997</b>
Box 2002.IA.05-8, Folder 1	<b>Evaluation conference call, 4/29, 1997</b>
Box 2002.IA.05-8, Folder 2-6	<b>Post-questionnaires, 1997</b> <b>Physical Description:</b> [5 files]
Box 2002.IA.05-8, Folder 7	<b>Site visits, notes, 1997</b>
Box 2002.IA.05-8, Folder 8-9	<b>Agenda, reports, notes, Charlottesville meeting, May 1997</b> <b>Physical Description:</b> [2 files]
Box 2002.IA.05-8, Folder 10	<b>Charlottesville presentation, May 1997</b>
Box 2002.IA.05-8, Folder 11	<b>Pre/post questionnaires, technical reports, 1997</b>
Box 2002.IA.05-8, Folder 12	<b>Evaluation conference call emails, 1997</b>
Box 2002.IA.05-8, Folder 13	<b>Evaluation questionnaires, 1997</b>
Box 2002.IA.05-8, Folder 14	<b>Instructor and student evaluation report, 1997</b>
Box 2002.IA.05-8, Folder 15	<b>Options analysis, 1997</b>
Box 2002.IA.05-8, Folder 16-17	<b>"The Use of an Art Image Database in the Classroom: Instructor and Student Evaluation Report," 1997</b> <b>Physical Description:</b> [2 files]
Box 2002.IA.05-8, Folder 18	<b>Human subjects, 1998</b>
Box 2002.IA.05-8, Folder 19	<b>Miscellaneous slide library notes, 1998, undated</b>

Series IV. **Publications and presentations, 1995-1999**

**Physical Description:** 0.4 linear feet(2 boxes)

**Scope and Content Note**

Papers consist of publication drafts, publication galleys, photocopies of articles and book chapters, and typescripts of presentations, 1995-1999, produced by participants in the Museum Educational Site Licensing Project. The general subjects of all the documents are issues, challenges, and results of the Project. Many of the articles were printed from the Getty Art History Information Program's website. The majority of the presentations were authored and delivered by Howard Besser, Principal Investigator.

**Arrangement**

These records are arranged chronologically.

Box 2002.IA.05-8,  
Folder 20-21

**MESL produced articles, 1995-1996**

**Physical Description:** [2 files]

Box 2002.IA.05-8,  
Folder 22

**"Technical Issues in the Distribution of Museum Images and Textual Data to Universities," 1996**

Box 2002.IA.05-9,  
Folder 1

**MESL papers, 1996-1997**

Box 2002.IA.05-9,  
Folder 2

**Chapters from *The Wired Museum*, 1997**

Box 2002.IA.05-9,  
Folder 3

**Final copies of MESL final report articles, 1997**

Box 2002.IA.05-9,  
Folder 4

**Time and Bits panel, 1997-1998**

Box 2002.IA.05-9,  
Folder 5

**Digital libraries/metadata, 1998**

Box 2002.IA.05-9,  
Folder 6

**CIL 98 metadata workshop, 1998**

Box 2002.IA.05-9,  
Folder 7

**CIL 98 digital library talk, 1998**

Box 2002.IA.05-9,  
Folder 8

**"UCB Mellon Grant Studying MESL: What Have We Learned about Image Databases and Universities?" circa 1998**

Box 2002.IA.05-9,  
Folder 9

***Visual Resources* proof, 1999**

Box 2002.IA.05-9,  
Folder 10-11

**Annotated copies of *Visual Resources* articles, 1999**

**Physical Description:** [2 files]

Box 2002.IA.05-9,  
Folder 12-14

**Working copies, *Visual Resources*, vol. 14 no. 4, 1999**

**Physical Description:** [3 files]

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Series V. **Administrative records, 1995-1999, undated**

**Physical Description:** 0.54 linear feet(3 boxes)

**Scope and Content Note**

Papers consist of minutes, agendas, reports, invoices, contracts, press releases, forms, printed matter and photographs, 1995-1999 and undated, created or used by participants in the Museum Educational Site Licensing Project. The meeting minutes and agenda include information on the Project's Advisory Board—its members, meetings, and reports presented by Howard Besser. These records also include the official minutes of an MESL participant's meeting, and documents presented for discussion at a participant's meeting held in Santa Monica, California that deal with economic issues. Much of the budget and expense information records pertain to the preparation of budget reports for the Andrew W. Mellon Foundation. The personnel records are primarily concerned with the hiring and employment of Beth Sandore, Coordinator, Digital Imaging Initiative and Associate Professor, University of Illinois, as a consultant to assist with the evaluation process.

For additional information on the Santa Monica participant's meetings, see also Series II. Gathered data.

**Arrangement**

These records are arranged by subject.

	<b>Meeting minutes and agenda:</b>
	<b>Advisory Board invitations, 1996</b>
	<b>Advisory committee, 1996</b>
	<b>Presentation to Advisory Board, 1996</b>
	<b>Revised report to Advisory Board, 1996</b>
	<b>Information for Mellon meeting, 1996</b>
	<b>Report to Advisory Board, November 18, 1996</b>
	<b>Advisory Board, 1997</b>
	<b>Advisory Board materials, 1998</b>
	<b>Advisory Board materials, 1998</b>
	<b>Official minutes, MESL meeting, December 1996</b>
	<b>Physical Description:</b> [2 files]
	<b>IP licensing and museum/university perceived needs, 1996</b>
	<b>Budget and expense information:</b>
	<b>Letter to [Richard] Ekman, 1995, 1998, undated</b>
	<b>General note</b>
	[Background budget materials.]
	<b>Prepping for [Richard] Ekman, 1997</b>
	<b>Distribution costs report, 1996</b>
Box 2002.IA.05-9, Folder 15	
Box 2002.IA.05-9, Folder 16	
Box 2002.IA.05-9, Folder 17	
Box 2002.IA.05-9, Folder 18	
Box 2002.IA.05-9, Folder 19	
Box 2002.IA.05-9, Folder 20	
Box 2002.IA.05-9, Folder 21	
Box 2002.IA.05-9, Folder 22	
Box 2002.IA.05-9, Folder 23	
Box 2002.IA.05-10, Folder 1-	
Box 2002.IA.05-10, Folder 3	
Box 2002.IA.05-10, Folder 4	
Box 2002.IA.05-10, Folder 5	
Box 2002.IA.05-10, Folder 6	

Box 2002.IA.05-10, Folder 7	<b>Dollar awards to MESL universities, 1996</b>
Box 2002.IA.05-10, Folder 8	<b>Budget and expenses, 1996-1997</b>
Box 2002.IA.05-10, Folder 9	<b>Mellon expenses, 1996-1998</b>
Box 2002.IA.05-10, Folder 10	<b>Budget and cost information, 1997-1998</b>
Box 2002.IA.05-10, Folder 11	<b>Budget, 1998</b>
Box 2002.IA.05-10, Folder 12	<b>Crowne Plaza hotel information, 1998</b>
Box 2002.IA.05-10, Folder 13	<b>Letters and invoices re: distribution of final report, 1998</b>
Box 2002.IA.05-10, Folder 14	<b>Publishing information, 1999</b>
	<b>Personnel:</b>
Box 2002.IA.05-10, Folder 15	<b>Associate Specialist hiring, 1996</b>
Box 2002.IA.05-10, Folder 16	<b>Hiring, 1996</b>
Box 2002.IA.05-10, Folder 17	<b>Consultant information, 1996</b>
Box 2002.IA.05-10, Folder 18	<b>Sandore contracts, 1996</b>
Box 2002.IA.05-10, Folder 19	<b>Sandore administrative, 1997</b>
Box 2002.IA.05-10, Folder 20	<b>Beth Sandore, consultant, 1997</b>
Box 2002.IA.05-10, Folder 21	<b>Personnel, undated</b>
	<b>Miscellaneous:</b>
Box 2002.IA.05-10, Folder 22	<b>Short description of project, undated</b>
Box 2002.IA.05-10, Folder 23	<b>Press release, 1996</b>
Box 2002.IA.05-10, Folder 24	<b>Press releases, and Chronicle of Higher Education article, 1995, 1999</b>

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Box 2002.IA.05-10, Folder 25-27	<b>Human subjects, policies, emails, 1995-1996</b> <b>Physical Description:</b> [3 files]
Box 2002.IA.05-10, Folder 28	<b>Berkeley IRB, 1996</b>
Box 2002.IA.05-10, Folder 29	<b>Miscellaneous to file, 1996</b>
Box 2002.IA.05-10, Folder 30	<b>Miscellaneous emails, 1997-1998</b> <b>Physical Description:</b> [1 of 2]
Box 2002.IA.05-11, Folder 1	<b>Miscellaneous emails, 1997-1998</b> <b>Physical Description:</b> [2 of 2]
Box 2002.IA.05-11, Folder 2	<b>Miscellaneous administrative records and notes, 1997</b>
Box 2002.IA.05-11, Folder 3	<b>Miscellaneous information, Santa Monica meeting, December 1996</b>
Box 2002.IA.05-11, Folder 4	<b>NEH grant application guidelines, undated</b>
Box 2002.IA.05-11, Folder 5	<b>Art production, 1998</b>
Box 2002.IA.05-11, Folder 6	<b>Book recall and return receipts, 1998</b>
Box 2002.IA.05-11, Folder 7	<b>Scanning, 1997</b>
Box 2002.IA.05-11, Folder 8	<b>[48 unidentified color photographs], undated</b>

**Series VI. Research and background materials, 1983, 1992, 1994-1998, undated (bulk 1996-1998)**

**Physical Description:** 0.51 linear feet(2 boxes)

**Scope and Content Note**

Papers consist of printed matter and correspondence, 1983, 1992, 1994-1998 and undated, collected by Howard Besser, Principal Investigator of the Museum Educational Site Licensing Project. The materials are primarily copies of articles and book chapters, used for background research for the development of the Project.

**Arrangement**

These records are arranged chronologically.

Box 2002.IA.05-11, Folder 9	<b>ARLIS/NA standards for art libraries and fine arts slide collections, 1983</b>
Box 2002.IA.05-11, Folder 10	<b>Cummings, Anthony, Marcia L. Witte, William G. Bowen, Laura O. Lazarus, Richard H. Ekman, <i>University Libraries and Scholarly Communication</i> (Andrew W. Mellon Foundation, November 1992)</b>

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Box 2002.IA.05-11, Folder 11-12	<b>Research materials, 1994, 1996-1997</b> <b>Physical Description:</b> [2 files]
Box 2002.IA.05-11, Folder 13	<b>Digital watermarking, 1995</b>
Box 2002.IA.05-11, Folder 14	<b>Virage, 1995</b>
Box 2002.IA.05-11, Folder 15	<b>"Cost Centers and Measures in the Networked Information Value Chain," October 31, 1995</b>
Box 2002.IA.05-11, Folder 16	<b>"The Advances of Technology," 1995</b>
Box 2002.IA.05-11, Folder 17	<b>Syllabi, 1995-1997</b>
Box 2002.IA.05-11, Folder 18	<b>Allerton Institute, research forum on digital libraries, 1996</b>
Box 2002.IA.05-11, Folder 19	<b>"Steps Toward an Ecology of Infrastructure," 1996</b>
Box 2002.IA.05-11, Folder 20	<b>African Art and the Virtual Museum (University of Virginia syllabus), 1996</b>
Box 2002.IA.05-11, Folder 21	<b>"Yale University Library's Project Open Book", 1996</b>
Box 2002.IA.05-11, Folder 22	<b>Participant list, "Libraries, People and Change: A Research Forum on Digital Libraries," 1996</b>
Box 2002.IA.05-11, Folder 23	<b>Miscellaneous articles and newsletters, 1997</b>
Box 2002.IA.05-11, Folder 24	<b>AMICO information, 1997</b>
Box 2002.IA.05-11, Folder 25-27	<b>AMICO launch meeting, 1997</b> <b>Physical Description:</b> [3 files]
Box 2002.IA.05-12, Folder 1-2	<b>Miscellaneous notes and research materials, 1997-1998</b> <b>Physical Description:</b> [2 files]
Box 2002.IA.05-12, Folder 3-4	<b>Columbia slide library, 1996, 1998</b> <b>Physical Description:</b> [2 files]
Box 2002.IA.05-12, Folder 5	<b>Log files, 1997</b>
Box 2002.IA.05-12, Folder 6	<b>Museum Digital Licensing Collective, talk and information, 1998</b>

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Box 2002.IA.05-12, Folder 7	<b>"The Making of American II Testbed Project White Paper," 1998</b>
Box 2002.IA.05-12, Folder 8	<b>Copyright and fair use town meeting program, 1998</b>
Box 2002.IA.05-12, Folder 9	<b>Slide libraries-examples from the web, undated</b>
Box 2002.IA.05-12, Folder 10	<b>Digital show and tell agenda, undated</b>
Box 2002.IA.05-12, Folder 11	<b>Saska brochures, undated</b>
Box 2002.IA.05-12, Folder 12	<b>"Library Services in Theory and Context. Chapter 11: Allocation I: Resources, Priorities and Political Processes," undated</b>
Box 2002.IA.05-12, Folder 13	<b>Graduate research questionnaire, undated</b>