

## City of Alexandria, Virginia

## MEMORANDUM

DATE: FEBRUARY 2, 2005

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER 

SUBJECT: GRANT APPLICATION TO THE VIRGINIA GENEALOGICAL SOCIETY FOR FUNDING TO SCAN, INDEX, AND CREATE A WEBSITE FOR A MANUSCRIPT IN THE ALEXANDRIA LIBRARY, LOCAL HISTORY/SPECIAL COLLECTIONS ARCHIVE

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**ISSUE:** Grant application to the Virginia Genealogical Society (VGS) for funding to scan, index, and create a website for a manuscript in the Local History/Special Collections Archive of the Alexandria Library.

**RECOMMENDATION:** That City Council authorize the submission after the fact of a grant application to the VGS. It should be noted that the grant application was submitted on February 1, 2005. Due to the constrained time line for the grant submission, staff submitted the grant application, contingent upon City Council approval at its February 8 legislative meeting.

**DISCUSSION:** The grant application requests \$1,300 for 100 hours for a temporary staff person to scan, index, and prepare a website for a manuscript in the Local History/Special Collections Archive of the Alexandria Library. The subject of this project is the Grand Roll of the St. John's Academy, a private school for boys that operated in Alexandria from 1833 to 1895. The Grand Roll is a handwritten register of approximately 1800 boys who, over the course of 62 years, were enrolled at the Academy. Included among the personal information for each student are: date and place of birth; graduation date; place and date of death; and military service. Of singular importance were the notes made of those graduates and former students whose combat deaths occurred during the Civil War. The project will create digital images of the Grand Roll for the period 1850-1870, generate an alphabetical index of the 855 names contained therein, and link the individual names with the digital image on which the name first appears.

The VGS conducts a grant program to fund projects that provide greater access to material of genealogical interest that presently resides in archives. By nature, archival material is one-of-a-kind, generally fragile, and researchers desiring access to the information must travel to the repository that owns the item. The funding may be applied to any aspect of the project. The Alexandria Library, Local History/Special Collections has had a strong commitment to placing

Local History content and material of interest to genealogical researchers online since 1996. Our 21 local history and genealogy websites experience over 4,000 page views per month.

**FISCAL IMPACT:** No fiscal impact. The Library will provide in-kind matching funds consisting of staff time to supervise the temporary hire and project implementation.

**ATTACHMENT:** None. The Grant application can be reviewed in the Administrative Office of the Alexandria Library, 5005 Duke Street.

**STAFF:**

Patrick M. O'Brien, Library Director

Linda Wesson, Administrative Officer

Joyce A. McMullin, Manager, Local History/Special Collections