Progress achieved during the course of the first six-month reporting period of the
Pi Beta Phi – Arrowmont Project was greater than our most optimistic expectations. The
Project, a partnership of the University of Tennessee Library, the Arrowmont School of
Arts and Crafts, and the Pi Beta Phi Elementary School in Gatlinburg, Tennessee, will
create a fully-searchable online website of letters, diaries, photographs, and short
published items on the history of the Pi Beta Phi Settlement School and its later iteration
as the Arrowmont School of Arts and Crafts.

Immediately upon receipt of the grant award, the Project’s directors, Anne
Bridges and Ken Wise, began acquiring suitable office and working space for the Project,
directing work on the space being readied for occupation, and procuring the necessary
computer and scanning equipment. Searches for the Project coordinator positions were
conducted and completed before the calendar year-end with the hiring of two
exceptionally intelligent and energetic young people. Melanie Feltner-Reichert, a recent
graduate from the University Tennessee School of Information Sciences, takes on the
responsibility for coordinating the technical aspects of the Project, and Steve Davis, a
finishing graduate student in the History Department at the University of Tennessee,
takes on the task of coordinating the material selection and written narratives that develop
the theme of the Project. Together, Melanie and Steve bring a broad range of first-class
talent to this Project.
During the final days of the 2004 calendar year, the project directors, together with the project coordinators, sketched out a detailed plan of action for introducing and educating the project team to the nature and purpose of the Project and for establishing a schedule of expectations to assist in keeping the various components of the Project sufficiently coordinated. By early January, the project directors and the coordinators were meeting with the partners at Arrowmont and the Pi Beta Phi Elementary School, becoming acquainted with the source material, and developing the initial criteria for selecting what source material to be included in the final project.

Early on, the project directors took several steps to actively promote and publicize the Project. These efforts included feature articles in local newspapers, announcements in appropriate journal publications, a short review in the Colloquy, the newsletter of the Great Smoky Mountains Regional Project, and several releases through University of Tennessee publicity outlets. Melanie Feltner-Reichert developed and periodically revised a project website (http://lib.utk.edu/arrowmont) that reflects the current progress of the grant. A selection of publicity documents is included with this report.

In addition, the project team together with the Director of the Arrowmont School and the Principal of the Pi Beta Phi Elementary School held a two-day planning retreat at Arrowmont which coincided with Pi Beta Phi female fraternity’s annual Board of Governors meeting. The retreat afforded abundant opportunities for informal discussions with the Pi Beta Phi Board and to promote the mutual benefits of the greater partnership of IMLS, Pi Beta Phi, the Arrowmont School, the Sevier County Schools (Pi Beta Phi Elementary School), and the University of Tennessee Library. These impromptu discussions were accompanied by a formal presentation to the Board outlining the scope
and purpose of the Project. These meetings afforded the promise of future opportunities to promote IMLS and our Project at the Pi Beta Phi annual convention in June and through the fraternity’s house organ, *The Arrow*.

Progress on the grant was marked by the development of (1) digitization standards and procedures for the project’s various material types, (2) metadata schema based on MODS, (3) a local controlled vocabulary for subject terms used on the catalog records, and (4) transcription procedures of manuscript materials, as well as the completion of approximately one thousand scans of printed text resources and two hundred scans of mixed material resources. Progress was further marked by the development of an initial draft of the Pi Beta Phi - Arrowmont history timeline, the collection and organization of material for use in the subject essays, and the compilation of a bibliography of secondary source material. During the course of this activity, the project coordinators hired two students to assist in the work.

More recently, preliminary work was started on the design and development of the Project website, on the configuration of the searching mechanism, and on the format and various themes of the written subject essays. These three elements of the Project, in conjunction with the on-going scanning and the continued content research will constitute the core of the Project workflow through the next reporting period.

Ken Wise
Anne Bridges

Project Directors