



To: SCRLC Membership

From: Sarah Glogowski, President, SCRLC Board of Trustees  
Mary-Carol Lindbloom, Executive Director

Advisory Committee on Information Technologies and Services

Subject: Grant Opportunity -- 2017 Regional Bibliographic Databases and Interlibrary Resources Sharing (RBDB) Program

Date: December 16, 2016

---

South Central Regional Library Council's (SCRLC) 2017 Regional Bibliographic Data Bases and Interlibrary Resources Sharing (RBDB) Program includes funding for regional technology projects.

SCRLC members are encouraged to submit creative and innovative proposals to improve regional access and resource sharing through technology. All proposals should be submitted to the SCRLC office according to the attached instructions. All proposals received will be presented to a review panel composed of expert individuals outside the SCRLC region and membership for evaluation and funding recommendations.

Please read and follow all instructions carefully. Applications must be completed and submitted electronically to the SCRLC office by **February 17, 2017**; send to Julia Corrice at [jcorrice@scrhc.org](mailto:jcorrice@scrhc.org).

**Note:** This application packet is also available at our website, [www.scrhc.org](http://www.scrhc.org). Is this your first time applying? Feel free to contact SCRLC for a sample application.

**IMPORTANT!!! DEADLINE FOR APPLICATION:**  
**February 17, 2017; send to: [jcorrice@scrhc.org](mailto:jcorrice@scrhc.org).**



## **SOUTH CENTRAL REGIONAL LIBRARY COUNCIL 2016 New York State Regional Bibliographic Data Bases and Interlibrary Resources Sharing (RBDB) Program**

### **Grant Application**

**Introduction:** Each year, SCRLC receives funds through the New York State Library's Regional Bibliographic Data Bases and Interlibrary Resources Sharing (RBDB) Program. The funds support various aspects of Information Technologies including regional access to such databases as OCLC FirstSearch, EBSCO's OmniFile and the Literary Reference Center. RBDB funds also support virtual reference initiatives and regional digitization. SCRLC's RBDB Program follows the New York State RBDB *Guidelines*, which are located at: <http://www.nysl.nysed.gov/libdev/rbdb/index.html>.

Individual and collaborative regional projects are an important way to increase access and promote resource sharing; therefore, for 2017 South Central Regional Library Council has allocated a pool of **\$20,000** for grants to SCRLC members.

Individual applications are limited to \$8,000; partnership applications, to \$12,000. If too few qualifying applications are received, the caps may be lifted or funds may be reallocated for eligible RBDB programs. There is also the possibility for exceptions to this funding structure depending on the merit and scope of the project.

**Award Process:** Proposals received are forwarded to an independent review panel comprised minimally of four qualified readers from outside the SCRLC region and membership. The review panel is composed of librarians who work or have worked in a variety of library settings and have extensive experience with information technologies and services. SCRLC's Advisory Committee on Information Technologies and Services (ACITS) receives the panel's recommendations and then passes them along to the Board of Trustees for approval.

**Criteria:** The outside review panel uses a scoring system (*Criteria for Selecting RBDB Applications for Funding*) as part of their decision-making process. A copy of the *Criteria* is attached to this application. Please note that it is a guideline and one component that the panel will use to reach consensus on their funding recommendations.

**Fundable Projects:** Projects that **may be approved** for funding include those that improve access, content, or training for regional libraries and meet the priorities identified by the Board, ACITS, and SCRLC's *Plan of Service*, which is located online in the Council Documents: [https://scrlc.org/data/SCRLC\\_PlanOfService2016-2021\\_web\\_version.pdf](https://scrlc.org/data/SCRLC_PlanOfService2016-2021_web_version.pdf)

The following sections of the *Plan of Service* are especially relevant:

Consulting & Development Services (page 15)  
Collaborative Efforts with other Library Systems (page 16)  
Coordinated Services (page 19)  
Digitization (pages 20-21)  
Educational Services (page 14)  
Resource Sharing (pages 12-13)

### **Funding categories are as follows:**

**1. Digitization:** Projects must meet the criteria of SCRLC's digitization program (see <https://scrlc.org/Digitizing-Program-Information>).

- Projects must demonstrate a 1: 1 in-kind match.
- Digitized materials must be added to or linked to New York Heritage Digital Collections (<http://www.newyorkheritage.org>) , NYS Historic Newspapers (<http://nyshistoricnewspapers.org>), or the Empire Archival Discovery Cooperative ([empireadc.org](http://empireadc.org)). Participants also must be willing to include their materials in the Digital Public Library of America ([dp.la](http://dp.la)).

**2. Resource Sharing Hardware/Software:** Subsidy of up to 70% for software or hardware (e.g., ILLiad, Ariel, scanners, etc.) to improve access to regional, state, or national databases and particularly to improve access to your resources (library must show a minimum local cash match of 30%).

**3. Information Technologies:** Innovative projects using new information technologies to improve regional information access or regional resource sharing such as: virtual reference, specialized online catalogs or integrated library systems hosting, conversion of local resources into RDF (Resource Description Framework) for publication as Linked Open Data on the Web, patron authentication, etc.) Innovative and creative projects can be finding a unique application for something that already exists. According to Dr. R. David Lankes, "innovation is quite often small improvement and positive change." [2016 SCRLC Board Retreat]

**4. Workshops** or other programs designed to educate and train regional library staff in the use of new information technologies or resource sharing.

### **5. Metadata projects:**

- Selected based on an assessment of regional value of the collections to be described.
- Metadata records must follow national recognized standards, e.g., MARC, Dublin Core, Encoded Archival Description (EAD).
- Metadata must be freely available to the region.
- Metadata may include enhancements to existing bibliographic records such as additions of tables of contents, summary notes, graphics, annotations, etc. that will enhance the discoverability and use of the material.
- Metadata may include descriptions of non-bibliographic collections to be used regionally.

**6. Retrospective Conversion projects:** Funding will be up to \$1 per record for ubiquitous records or up to \$10 for unique records. Assessment and sampling forms will no longer be required. Other bibliographic enhancement projects may be considered if they improve access for the region. Note: In 2008, ACITS recommended phasing out retrospective conversion

projects but will continue to entertain proposals for regionally significant collections.

### **Expenses Not Allowed According to NY State RBDB Guidelines:**

- Overhead, physical plant costs such as rent, heat, electricity.
- Current acquisitions, which are defined as items acquired during the year in which the application is submitted.
- Delivery of physical items by such means as the US Postal Service, UPS, or a local courier or delivery service.
- Direct payments to libraries for ILL expenses.
- Purchase of an integrated library system for individual libraries.

The final reports for recently funded RBDB grant projects are located at <https://scrcl.org/Programs--Services /Information-Technology--Services>

**Reporting and Evaluation:** Libraries receiving funding are required to submit a brief interim report, which will be due by December 31, 2017 and a one-page final report describing outcomes of their projects, due by March 31, 2018. Applicants must explain how they will use an outcome-based evaluation process to measure the results of their projects. (For more information on outcome-based evaluation see <http://www.nysl.nysed.gov/libdev/obe/>). Final reports will be published to SCRLC's website.

The application must be completed and sent by email to Julia Corrice, [jcorrice@scrcl.org](mailto:jcorrice@scrcl.org) by **February 17, 2017. Late applications cannot be considered.**



## **SOUTH CENTRAL REGIONAL LIBRARY COUNCIL**

### **2017 Regional Bibliographic Data Bases and Interlibrary Resources Sharing (RBDB) Program Project Application**

Include this cover sheet with your application.

---

#### **Part A – General Information**

*[For projects involving multiple libraries/systems, provide information for the lead agency].*

Name of Institution: \_\_\_\_\_

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

\_\_\_\_\_

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

Name of Project Director: \_\_\_\_\_ Title: \_\_\_\_\_

Library Director or Authorized Person: \_\_\_\_\_ Title: \_\_\_\_\_

Today's Date: \_\_\_\_\_ \$ Amount Applied For: \_\_\_\_\_

**Title of Proposed Project:**

\_\_\_\_\_

**Type of Project (select one or more categories, if appropriate):**

☐ Digitization ☐ Metadata ☐ Resourcing Sharing Equipment/Software

☐ Information Technologies ☐ Workshop ☐ Retrospective Conversion

Is this a collaborative project with other organizations? ☐ Yes ☐ No

If yes, list the names of the cooperating organizations below. Include as attachments letters of support from directors of each participating institution.

Name of Library/System/Organization	Type (Academic, Public, School, Special/Hospital)

Is this the first time you have applied for RBDB grant funding?    \_\_\_ Yes                      \_\_\_ No

If answering "No," when did your library/library system last receive RBDB funding? \_\_\_\_\_

### Part B -- Project Components

Provide a narrative of *no more than five pages in 12 point typeface* that addresses each of the following questions in the order listed. All questions and components must be addressed.

- 1. Project Description** - Describe the proposed project and its significance to the region. This overview should present a compelling case for the project.
  - How will the project benefit the region; e.g. what value or rarity do records or objects have, and to what audience?
  - If this is a collaboration or partnership, what are the roles of each partner? Collaborative projects that enhance the benefits to the region or achieve greater efficiency in use of grant funds may be given priority.
  - How does the project improve regional access to your records or improve access to information sources by multiple libraries/system?
  - How will converted records be made available to the region?
  - Is any training needed to successfully carry out your project? If so, please describe.
  - What needs assessment or use or assessment data have been gathered?
- 2. Goals** - List the goals of the project.
- 3. Outcomes** - List the desired outcomes.
- 4. Evaluation** - Describe the method that will be used to evaluate the results of the project. How will you determine whether this project has met its goals and produced the desired outcomes?
- 5. Timetable** - Outline the project's proposed timetable. Recipients will need to submit a brief, interim report by December 31, 2017, indicating the project's progress and expenditure of funds; final reports, including outcomes, will be due by **March 31, 2018**. All funds must be expended by that date.
- 6. Institutional capacity and commitment** - Describe the institution's ability to successfully execute the project, and the institution's commitment to the project.

7. **Staffing** - Describe personnel who will work on the project (please note that there should only be one person listed as Project Director) their qualifications, and relevant experience. Discuss relevant staff training taken or needed to complete the project.
8. **Project Continuation** - Describe if and how the project will be maintained beyond the grant period. Indicate funding sources, if known.
9. **Funding** - Cost-sharing, matching support and in-kind contributions must be included on the budget sheet. Are there other sources of funding contributing to the project? If yes, please list. Explain why this project cannot be funded from your regular operating funds.
10. **SCRLC's Plan of Service** - How does implementation of this project support the vision, mission, strategic directions, and goals outlined in SCRLC's *Plan of Service* or the regional digitization plan? The 2016-2011 Plan of Service can be found here: [https://scrlc.org/data/SCRLC\\_PlanOfService2016-2021\\_web\\_version.pdf](https://scrlc.org/data/SCRLC_PlanOfService2016-2021_web_version.pdf).

## Part C – Budget Summary

1. **Summary:** Provide a budget summary indicating your RBDB program request and your library's proposed contribution in each of the following categories. Your contribution must match the amount requested, and it can be any combination of in-kind and/or cash contributions.

Category	RBDB Request (\$)	Your contribution (\$)
Personnel		
Supplies		
Equipment		
Contracts		
Other (Describe):		
<b>TOTAL</b>		

2. **Budget Justification:** Please provide a narrative of *no more than one page* that addresses each part of the budget summary and offers a justification for the requested expenditures in each category. *Detailed information will enhance the budget proposal*, so be sure to obtain and attach as appendices vendor quotes or supporting documentation for proposed purchases.
3. **Partial Funding:** Would you accept partial funding for this project if it is offered? If so, what percentage of funds requested would be the minimum acceptable? Describe how partial funding would impact the project.

**Priority for Funding:** Projects with broad, regional benefits will be considered a priority for funding. Collaborative projects having broad, regional benefits are especially encouraged. If all other considerations are equal, priority for funding may be extended to new or less recently funded applicants, as well as to those applicants with a solid track record for completion of other funded projects.

Email your completed application by February 17, 2017 to Julia Corrice at [jcorrice@scrlc.org](mailto:jcorrice@scrlc.org).

### Criteria for Selecting RBDB Applications for Funding

Criteria	Meets Fully (6 points)	Adequate (3 point)	Incomplete (0 points)	Score
<b>Value to the SCRLC Region</b>	Grant application has a plan and clearly shows how the project will improve access, content, or training for SCRLC libraries. It contains clear and realistic goals, activities, outcomes, and a timeline with specific dates. .	Grant application is relevant and lists the program, activities, or outcomes. The plan is outlined; a timeline is included.	Incomplete or not addressed.	
<b>Relationship to SCRLC's Plan of Service (did they address?)</b>	Application is strongly linked to several strategic goals.	Grant activities are linked to one strategic goal.	Incomplete or not addressed.	
<b>Funding Request/ Budget</b>	Proposed budget is realistic as per stated activities; may include a narrative with justification.	Budget is documented and included in proposal.	Incomplete or not addressed.	
<b>Outcomes</b>	Outcomes are realistic achievable, and sustainable. They will improve access, content availability, or knowledge.	Includes outcomes but no projection on long term effects or sustainability.	Incomplete or not addressed.	
<b>Evaluation</b>	Assessments, evaluations and reporting tools are defined and relevant to the project's goals.	The evaluation process is provided but are not specific or linked to the project's goals.	Incomplete or not addressed.	
<b>Collaborative grant?</b>	Yes---6 points	No—0 points		
<b>First time applying?</b>	Yes—6 points	No—0 points		
<b>TOTAL</b>				