

**SOUTH CENTRAL
REGIONAL
LIBRARY
COUNCIL**

To: SCRLC Membership
From: Charles O'Bryan, President, SCRLC Board of Trustees
Advisory Committee on Information Technologies and Services
Subject: 2014 Regional Bibliographic Databases and Interlibrary Resources Sharing (RBDB)
Program Request for Proposals
Date: December 19, 2014

South Central Regional Library Council's (SCRLC) 2015 Regional Bibliographic Data Bases and Interlibrary Resources Sharing (RBDB) Program includes funding for regional technology projects.

SCRLC members are encouraged to submit creative proposals to improve regional 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 March 2, 2015; send to Mary-Carol Lindbloom at mclindbloom@scrlc.org.

Note: This application packet is also available at our website, www.scrlc.org. Is this your first time applying? Feel free to contact SCRLC for a sample application.

**IMPORTANT!!! DEADLINE FOR APPLICATION:
March 2, 2015; send to: mclindbloom@scrlc.org.**



**SOUTH CENTRAL REGIONAL LIBRARY COUNCIL
2015 New York State Regional Bibliographic Data Bases and
Interlibrary Resources Sharing (RBDB) Program**

Grant Application

Introduction: Each year, SCRLC receives automation funds through the New York State Library's Regional Bibliographic Data Bases and Interlibrary Resources Sharing (RBDB) Program. The funds are used to 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. According to legislation passed in 1990, SCRLC should receive \$219,386 annually to support approved information technology and resource sharing projects and activities. In 2015 the Council expects to receive \$185,974 a shortfall of \$33,412 over full funding levels; the precise RBDB amount will not be known until later in 2015. If SCRLC receives additional funds, more projects could be funded. 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, South Central Regional Library Council has allocated a pool of **\$20,000** for grants to SCRLC members for 2014.

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 other eligible RBDB programs.

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 and the Board of Trustees receive the review panel's recommendations. After approval by the Board, the recommendations are sent to the State Library's Division of Library Development, which makes the final decision on projects.

Fundable Projects: Projects that ***may be approved*** for funding include those that improve access, content, or training for libraries in the region and meet the priorities identified by ACITS and the SCRLC Plan of Service (see: <http://www.scrcl.org/data/PlanofService20112016a-1.pdf>). Particularly relevant to the RBDB Program are the sections of the *Plan of Service*, beginning on page 10, labeled:

- Professional Development & Continuing Education (page 10)
- Resource Sharing (pages 10-11)
- Digitization (page 12)
- Cooperative Efforts with other Library Systems (page 13)
- Coordinated Services (page 14)

Projects that will be considered for funding are as follows:

1. Digitization Projects: Projects must meet the criteria of SCRLC's digitization program (see <http://www.scrhc.org/Digitization>).

- Projects must demonstrate a 1: 1 in-kind match.
- Digitized materials must be added to or linked to the New York Heritage digitization program <http://www.newyorkheritage.org> or to the NY Newspapers project. Participants also must be willing to include their materials in the Digital Public Library of America.

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: 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.)

4. Workshops or other programs designed to educate and train regional library staff in the use of new information technologies related to 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, 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 State 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://scrlc.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, 2015 and a one-page final report describing outcomes of their projects, due by March 31, 2016. Applicants must explain how they will use an outcome-based evaluation process to measure the results of their projects. Final reports will be published to SCRLC's website.

The application must be completed and sent by email to Mary-Carol Lindbloom, mclindbloom@scrlc.org by March 2, 2015. **Late applications cannot be considered.**



SOUTH CENTRAL REGIONAL LIBRARY COUNCIL

2015 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, 2015, indicating the project's progress and expenditure of funds; final reports, including outcomes, will be due by **March 31, 2016**. 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 (see <http://www.scrclc.org/data/PlanofService20112016a-1.pdf> or <http://www.scrclc.org/Digitization>)?

Part C – Budget Summary

1. Provide a budget summary indicating your RBDB program request and your library's proposed contribution in each of the following categories:

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

2. 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 March 2, 2015 to Mary-Carol Lindbloom at mclindbloom@scrhc.org.