

Library Services and Technology Act	For LD Use Only			
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## 2008-2010 Service Improvement Invitational Grant Program

### GRANT APPLICATION

One of the three copies of each application and related forms must contain original signatures.  
Please check here if this set contains all **ORIGINAL SIGNATURES** ( )

System/Library Name: South Central Regional Library Council	
Project Title: Practical Digitizing: decisions, details, and development	
Project Director's Name: Betty Maute	Telephone # ( 607 ) 273-9106 Email address: <a href="mailto:bmaute@lakenet.org">bmaute@lakenet.org</a>
System/Library Director's Name: Mary-Carol Lindbloom	Telephone # ( 607 ) 273-9106 Email address: <a href="mailto:mcclindbloom@lakenet.org">mcclindbloom@lakenet.org</a>
LSTA Funds Requested: \$ 21,250	In-Kind Contribution: \$ 22,000 Matching Funds \$
Number of <b>people</b> you anticipate serving ( <b>not</b> a population figure): 100	
Please identify ( 3 ) <b>all</b> of the <b>user groups</b> you expect to serve through this project: ( X ) Library/library system staff ( ) Students ( ) Faculty ( ) Business people ( ) Media representatives ( ) General public ( ) Others _____ (Specify)	
Congressional District(s) Within Area to be Served by Project: 20,22,24,29	

### GRANT CATEGORIES (See Grant Application Instructions)

( X ) Technology	( X ) Service Improvement
( ) Special Client Services	

### ***Applicant must check off the following appropriate items:***

- ( ) CIPA Assurance required & included  
 ( X ) CIPA Assurance not required because  
 ( X ) Assurance already filed for E-Rate  
 ( ) Not relevant to this application

Applications must be *received* in Library Development Office by **5:00 PM March 4, 2008**  
 Faxed or email applications ***will not be*** accepted.

Send **3 copies** of each application, FS-20 and related forms to:  
 LSTA - Division of Library Development, NYS Library, Room 10B41 CEC, Albany, NY 12230  
 The University of the State of New York, The State Education Department, New York State Library

**Each response should be numbered in the same order as listed below. Answers should be single-spaced in 12 point font on one side of paper.**

**Attach your answers to the questions between pages 1 and 3 of the application form. Do not use special covers or binders.**

1. **Abstract:** Provide a brief abstract of no more than 200 words. It must include purpose, identified target audience, and intended results.

Funds will be used to support the following activities related to training for our Tools of History (TofH) digitizing program:

- A. Developing and promoting a "Digitizing Boot Camp" series of hands-on workshops required for contributors to TofH and open to others. This will include 6 workshops to include topics like: project management essentials, copyright issues, scanning & digital imaging, metadata for digital projects, Photoshop and CONTENTdm. This model Boot Camp will continue to be offered by SCRLC staff after the end of the grant period (Year 1).
- B. Consultant to develop a web page for digitizing resources and training materials to continue the training mentioned above (A). This will be continuously updated and maintained by SCRLC after the grant period. (Year 2).
- C. A series of 4 interactive, advanced workshops involving people who have successful digitizing projects to pass their knowledge, tips, and tricks on to others. These will provide an opportunity for people to bring their projects in to discuss and share all aspects with those who are contemplating or already digitizing. (Year 2)

The target audience is library staff and cultural institutions, in and out of our region, that will provide electronic access to their collections by digitizing. The intended results are that these unique digitized collections will be available to all New Yorkers, as well as national, and international for research and educational purposes. The activities listed in A-C above will provide on-going training and support for the participants.

2. **Need:** Describe the needs assessment process and defined need for this project. Explain how the project relates to the goals, activities, and intended results of the system's Plan of Service. (For regional or statewide projects, show relevance for each project partner)

Our 2007-08 *Ready, Set, Digitize!* workshop series was very successful and stimulated a lot of regional interest in digitizing. It is now time to move forward and provide all types of libraries and small cultural institutions the practical hands-on training and continued support they will need to successfully provide electronic access to their collections. These libraries have unique collections that can be digitized and made available to all New Yorkers, as well as national and international communities.

These identified needs apply to both Year 1 and Year 2 of this project.

- Our 2007-2008 *Ready, Set, Digitize!* workshop series evaluations expressed a need for more hands-on technical experience, continued support, and real-world samples to discuss and share.

- Regional libraries are starting new digitizing projects and are contacting SCRLC with questions and concerns. As part of the TofH collaborative effort even the small institutions lacking funds, staff and training can participate.
- We will be ready to meet all the requirements for participation in statewide digitization initiatives.
- With limited staffing, SCRLC needs to have resources and training materials available to answer questions easily and quickly, and to provide an intensive boot camp type training as needed for new TofH participants lacking the required skills and knowledge.

**3. Purpose:** What is the purpose or goal of the project? Who is the target audience? (Note that the target population must be a subgroup of the total service area of a library system. This requirement is similarly calculated for statewide and regional projects.)

**Goal:** To develop and provide training and support for those needing practical skills/knowledge to begin a digitizing project.

**Target audience:** The general target audience is the staff of libraries and cultural institutions, in or out of our region, with an interest in any or all of the topics offered. Libraries involved in the detailed regional planning and those participating in actually digitizing materials will be the key audience. We are estimating a total of 100 participants in the series. Ultimately, the target audience is anyone interested in accessing regional digital materials for their particular needs.

**Activities:** Starting in Year 1, SCRLC will offer six workshops on the following topics (some of these will be combined in one workshop):

- Planning/developing a digital project
- Project management
- Intellectual property rights issues, including copyright
- Using CONTENTdm™
- Other digitizing supporting software
- Scanning & digital imaging
- Metadata for digital projects
- Sustainability for digital projects

These workshops will provide a model boot camp that can be implemented after the grant project by SCRLC for institutions wanting to participate in TofH but lacking the skills and knowledge to meet our required standards and best practices. When the Practical Digitizing project is over, SCRLC will use the curriculum, training materials, handouts etc. to form the basis of a digitizing boot camp specific to this region that can be sustained with little staffing, funding, or other resources. Funds will be required to contract with presenters, to develop the curriculum, produce the handouts, and to get links into the beginnings of a training website. Workshop presenters will be experts in their fields including: Nylink staff; Danielle Mericle, Cornell; Jennifer Palmentiero, SENYLRC; Peter Hirtle, Cornell; Jill Hurst-Wahl, Hurst Associates Ltd.

In year 2, we will build on Year 1 and obtain the services of a web designer to fully develop the TofH training web site. This site, which will have a content management system (CMS) for easy updating, will contain digitizing related resources, a self-paced digitizing tutorial based on the boot camp from Year 1, and links to best-practices. In

addition, we will hold three advanced workshops that will build on the knowledge and skills of regional digitizing participants. Topics for these will likely include: advanced hands-on scanning, Photoshop techniques, and the Tools of History experience, but choices may be modified according to identified needs at the time.

4. **Project Implementation:** Provide a detailed, monthly timeline of the planned activities for each year of the two-year project, describing what will be done and by whom, including partners and collaborators and evaluation activities.

<b>Year 1</b>				
Month	Activity	Responsibility	Collaborators	Notes
May-Jun 2008	Plan digitizing workshops: identify topics, speakers, locations, dates, etc.	SCRLC staff	Digitizing Advisory Committee. SENYLRC	SENYLRC has a successful workshop series they will impart with us.
Jul-Aug 2008	Advertise workshops.	SCRLC staff	DAC	Registrations ongoing from now.
Sep 2008	Workshop #1 & #2	SCRLC staff & speakers		
	Evaluations	SCRLC staff	Workshop participants	
Oct 2008	Workshop #3 & #4	SCRLC staff & speakers		
	Evaluations	SCRLC staff	Workshop participants	
Nov 2008	Workshop #5 & #6	SCRLC staff & speakers		
	Evaluations	SCRLC Staff	Workshop participants	
Dec 2008-Feb 2009	Survey needs for workshops in Year 2.	SCRLC staff	DAC	
	Identify potential consultants as web developer.	SCRLC staff	DAC	
Mar 2009	Reports, evaluation analysis.	SCRLC staff		Submit all reports in a timely manner.
<b>Year 2</b>				
Apr-Jun 2009	Identify	SCRLC staff	DAC	

	workshop needs from survey results. Identify speakers, locations, etc Interview & hire consultant	SCRLC staff	DAC	
Jul 2009	Promote workshops	SCRLC staff		Registrations ongoing from now
Aug 2009	Workshop #1  Begin work on web pages  Evaluations	SCRLC staff & speakers Consultant & SCRLC staff  SCRLC staff	DAC  Workshop participants	
Sep-Nov 2009	Continue development of web page to support training	Consultant & SCRLC staff	DAC	
Dec 2009	Workshop #2	SCRLC staff & speakers	Workshop participants	
Jan 2010	Workshop #3  Evaluate web resources usage.	SCRLC staff & speakers SCRLC staff		
Feb 2010	Workshop #4	SCRLC staff & speakers	Workshop participants	
Mar 2010	Reports, evaluation analysis.	SCRLC staff		Submit all reports in a timely manor.

5. **Evaluation:** Describe the project's evaluation plan for both **quantitative (outputs)** and **qualitative (outcomes)** evaluation measures. (See page 5 of the Guidelines for more detail on the requirement for **Outcome-Based Evaluation**.) The final report for this project will require both outputs (numbers) and a report on the outcomes for users of the project's activities, as well as anecdotal information.

**Outputs:**

- Number of workshops held as projected in both years.
- Anecdotal comments collected from participant workshop evaluations indicating the value of information presented and how they are applying what they learned.
- Identify hits to the web pages before and after the project to identify and evaluate increase in use.

- Count workshop participants in both years.
- Collection of handouts and other resources to add to existing SCRLC resources on digitizing and to form the basis of the ongoing boot camp curriculum.
- Survey Monkey will be used each year as a series follow-up.

#### **Outcomes:**

1. Member library staff digitizes selected resources meeting acceptable standards.

**Indicators:** # and % of library staff whose digitized collections meet the pre-specified standards as assessed by the expert Digitizing Advisory Committee (DAC). This data will be gathered from a checklist of standards and project proposals submitted within one week of every DAC decision.

2. Library staff successfully use unique resources developed for research, teaching and life-long learning.

**Indicators:** # and % of library staff who report successful use of unique digitized collections and training resources for research, teaching and life-long learning at level 2 as assessed by staff reports applied to a rubric at intervals of 6 weeks, 6 months, and annually thereafter.

3. Researchers, educators and the public worldwide use the Tools of History digitized collections for research, teaching and life-long learning.

**Indicators:** # and % of end users who report successful use of unique resources for research, teaching and life-long learning at least level 2 as accessed by a pop-up survey applied to rubric at the time of use.

6. **Budget:** In narrative form, explain the importance of each budget item **for each year** and how it contributes to the project implementation. **(For staff requests include job descriptions; for contractual services of \$5,000 and over, please provide a draft contract.)** The narrative should be arranged by the budget codes as seen on the second page of the FS-20 form, i.e., Code 15, Professional Salaries, and so on. List the dollar amount and source of other funds or in-kind services provided by the applicant and any participating organization to be used to carry out the project, including the required matching funds for equipment and/or software \$5,000 or more. (These figures must agree with the in-kind and matching figures on page 1.)

### **Code 40: Purchased services. Total \$19450**

#### **Year 1: Total \$9020**

**Boot Camp workshops:** Funds will be used to pay workshop speakers with an average cost of \$1500 per speaker for each of the 6 workshops. Speakers will be required to include all expenses in their charge. Participants will pay a modest registration fee to cover costs, such as food, that will not be covered by the grant.

**Survey Monkey evaluation service:** \$20.00 one month subscription service for annual evaluations.

#### **Year 2: Total \$10430**

**Advanced workshops:** Funds will be used to pay workshop speakers with an average cost of \$1500 per speaker for each of the 4 workshops. Speakers will be required to

include all expenses in their charge. Participants will pay a modest registration fee to cover costs, such as food, that will not be covered by the grant.

**Survey Monkey evaluation service:** \$20.00 one month subscription service for annual evaluations.

**Web design for digitizing training materials:** Funds will be used to hire a consultant to develop a web page for digitizing resources and training materials.

## **Code 45: Supplies and materials. Total \$1800**

### **Year 1: Total \$1200**

**Workshops:** \$1,200 will be used to cover room rentals and other costs such as handouts, but excluding food, needed to mount the workshop series.

### **Year 2: Total \$600**

**Workshops:** \$600 will be used to cover room rentals and other costs such as handouts, but excluding food, needed to mount the workshop series.

### **In-Kind Costs:**

In-kind costs are estimated at 440 hours of staff time (all staff will be involved in most activities) at an average of \$50 an hour, including benefits, for a total of \$22,000.

***The information on this page must accompany all applications.***

The Applicant hereby gives assurance to the New York State Library that:

1. It will comply with the law, regulations, policies, guidelines and administrative requirements as they relate to the application, acceptance and use of Federal funds for this federally-assisted project.
2. It will initiate and complete the work of the project within the applicable time frame after receipt of approval from the New York State Library.
3. It will maintain project records as specified by the New York State Library and will submit to the New York State Library a final report by the deadline established.
4. It will file Project Expenditure Reports (FS-25) on the schedule outlined by the State Education Department's Grants Finance Office. The applicant also agrees to file a final Project Expenditure Report (FS-10-F) by the deadline established by the New York State Library.
5. It will make project records readily available for independent auditing and will submit such audits to the New York State Library when requested. It will provide copies of such financial and program audits of LSTA projects as the State Library may request to meet the requirements of the Federal Single Audit Act as amended in 1996. It will make project records readily available to State Library staff or other staff of the State Education Department.
6. All library services provided as a result of a grant for this project will be available free of charge and without discrimination to all members of the community, district, or region served. (Required by the Federal Civil Rights Act of 1964, Title VI.)
7. It will comply with all applicable federal laws, regulations, and Office of Management and Budget (OMB) circulars in regard to use of LSTA funds to purchase materials to promote the purpose and activities of the project being proposed. The undersigned assures the New York State Library that such promotional materials are educational and informational in nature and have a clearly demonstrable and legitimate purpose that is directly related to the LSTA grant project for which the applicant is seeking funds.
8. All products, regardless of format or method of distribution, including flyers or announcements of library programs and web sites, produced in this project will include the appropriate following acknowledgement:

"This publication (production, workshop, web site) was (is) supported by (or 'in part by') Federal Library Services and Technology Act funds, awarded to the New York State Library by the Federal Institute of Museum and Library Services."

Date	Signature of Chief Administrative Officer (System/Library Director)
Name and Title of Chief Administrative Officer (System/Library Director)	
<b>AND for School Library Systems:</b>	
Date	Signature of BOCES/Big 5 Cities District Superintendent
Name and Title of BOCES/Big 5 Cities District Superintendent	



