

Library Services & Technology Act (LSTA) **2014** Grant Application

Library Development Office
Indiana State Library
315 West Ohio Street
Indianapolis, IN 46202
Telephone: (317) 232-3697
FAX number: (317) 232-0002
www.library.in.gov



Library Services and Technology Act Grant

2014 General Application Instructions

Thank you for your interest in a 2013 LSTA grant! This page will provide you with general application guidelines to reference as you prepare your application for submission. **Line-by-line application instructions are available** in a PowerPoint file downloadable from the Grant Application page of the Indiana State Library website: <http://www.in.gov/library/3732.htm>.

Grant Guidelines

A set of specific grant guidelines is accessible for each LSTA grant opportunity through the Indiana State Library main LSTA webpage: <http://www.in.gov/library/lsta.htm>.

Review the guidelines in their entirety; they not only describe the grant opportunity but also provide the **application deadline, submission mailing address and instructions for any required application supplements**. Incomplete applications will not be reviewed.

Application Form

Text boxes will expand as you type but please **limit your answers to any one question to a maximum of one page**. We do expect you will need **at minimum one paragraph** to answer most questions.

If you are unsure how to answer an application question, **please call the LSTA Grant Consultant** for help at **(317) 234-6550**.

Project Budget

With your application form, you will submit a Project Budget. The Project Budget will inform Part VIII of the application form, the Project Budget Narrative. For this reason, you will want to craft your Project Budget before you finish the application form. The Project Budget worksheet is located on our Grant Application webpage: <http://www.in.gov/library/3732.htm>.

Digitization Application Supplements

Supplemental questions for Indiana Memory Digitization grant applications can be found in *Appendix A* of the digitization grant guidelines. Submit a document answering each question in *Appendix A* with your completed application form and project budget.

Application Submission

To apply, **you must mail or hand deliver** one signed original of the application form, a budget worksheet, and any required supplements to the address provided in your grant guidelines. **You must ALSO e-mail a copy** of all application materials to the Library Development Office at LDO@library.in.gov. Please refer to your grant guidelines for more information. Faxed applications will **not** be accepted.



LIBRARY SERVICES AND TECHNOLOGY ACT GRANT APPLICATION

State Form 53456 (R6 / 12-13)
INDIANA STATE LIBRARY

GENERAL INFORMATION

Grant Program <i>please mark with an X</i>	Indiana Memory Digitization	Technology	Information Access for the Unserved
	X		
Project Title	1952 Berne Centennial Digitization Project		
Organization	Heritage Room of the Berne Public Library		
Full Mailing Address	166 N. Sprunger St., Berne, IN 46711		
Web Address	www.bernepl.lib.in.us		
Organization Director	Kathryn Gerber	E-mail Address	bpl@bernepl.lib.in.us
Telephone Number	(260 589 2809)	Fax Number	(260 589 2940)
Project Director <i>contact for grant purposes</i>	Kathleen Rausch	E-mail Address	heritage@bernepl.lib.in.us
Telephone Number	(260 589 2575)	Fax Number	(260 589 2940)
Fiscal Agent <i>responsible for fiscal reporting</i>	Kathryn Gerber	E-mail Address	bpl@bernepl.lib.in.us
Telephone Number	(260 589 2809)	Fax Number	(260 589 2940)
Federal Congressional District(s)	3	County	Adams
Estimated Number of People Served by Project During Grant Period	3,999	LSTA Amount Requested	\$2,155
Source of this Number <i>US Census, library circulation records, etc.</i>	library circulation records	Amount of Cash Match	\$242.00
FEIN Number/Tax ID Number	0109890540-001	Total Cost of Project	\$2,397.00
Federal DUNS Number <i>If unsure of this number, call 1-866-705-5711</i>	019411689		

FEDERAL LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) PRIORITIES

Mark ONLY ONE with an X to indicate the PRIMARY purpose that best describes your project.

<input type="checkbox"/>	Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages.
<input type="checkbox"/>	Establish or enhance electronic and other linkages between and improve coordination to improve library services.
<input type="checkbox"/>	Provide training and professional development to enhance the skills of the current and future library workforce.
<input checked="" type="checkbox"/>	Develop public and private partnerships with other agencies and community-based organizations.
<input type="checkbox"/>	Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, with disabilities, and with limited functional literacy or information skills.
<input type="checkbox"/>	Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from families with incomes below the poverty line.
<input type="checkbox"/>	Develop library services that provide all users access to information through local, state, regional, national and international collaborations and networks

INDIANA STATE LIBRARY LSTA GOALS

Mark ONLY ONE with an X to indicate the PRIMARY purpose that best describes your project.

<input checked="" type="checkbox"/>	Information Access - Indiana libraries will provide up-to-date, reliable access to information by utilizing effective telecommunications, technology, and resources. <i>(Includes projects involving technology, digitization, and resource sharing)</i>
<input type="checkbox"/>	Enhanced Services - Indiana libraries will improve services to residents, including services that support lifelong learning, employment, and civic engagement. <i>(Includes projects involving the following special populations: Children, Institutional, unserved / underserved, blind and physically handicapped and unemployed.)</i>
<input type="checkbox"/>	Capacity Building - Indiana libraries will improve the capacity of libraries through staff development and training opportunities.

PRIMARY PROJECT AUDIENCE

Mark next to AT LEAST ONE but NO MORE THAN THREE with an X to indicate your primary audience(s) for the project.

Pre-Schoolers (0-5)		Seniors (65+)		Urban Populations
Children (6-12)		People with Special Needs		Institutionalized Persons
Youth (13-17)		Library Staff		Non- or Limited English Speakers
Adults (18-64)		Rural Populations	X	Statewide Public

PART I. PROJECT SUMMARY

Provide an abstract describing all project components in 150 words or less.

PART II. NEEDS STATEMENT

Describe the need or problem that generated this project and explain how you determined this need.

We have a large amount of super 8 movie films that were taken during the 1952 Berne Centennial by private citizens. These films are of historic significance, but because we don't have a film projector, they are not being used. They have begun to deteriorate, although we have done our best to store them in a climate controlled area, so we would like to have them digitized in an effort to preserve them before they are irretrievably lost. Digitizing would not only preserve them but would give us a solution for making them available to the public.

Identify the goal from the *Indiana State Library's Five-Year LSTA Plan* (posted at <http://www.IN.gov/library/lsta.htm>) that your project will address and explain how your project will address this goal.

The goal we will be addressing is GOAL 1: Information Access. It is the goal of the Heritage Room of the Berne Public Library to make our photos and films accessible to the public through scanning and digitization. We are planning to create an index that the public could use to locate pictures and movies by family name or location. We currently scan photos that are donated into a software program called Past Perfect.

PART III. OBJECTIVES, ACTIVITIES, & EVALUATION

OBJECTIVES

Describe the overall objectives of your project.

The objective of our project is to make currently unused and unusable super 8 movie film available to the public. In digitized form we would be able to provide our patrons with dvd copies that they could check out and take home to watch at their leisure. We could also provide copies to the Berne Chamber of Commerce, the Berne Office of Tourism and the Swiss Heritage Museum.

ACTIVITIES

Describe all project activities in detail.

We will be shipping the film which consists of (1) 14" reel, (1) 12 1/2" reel, (1) 6" reel, (2) 5 1/4" reels and (8) 7 1/4" reels of super 8 movie film taken during the 1952 Berne Centennial, to a company in Covington, KY for digitization. We will also be shipping a hard drive so they can download the movie film onto that, which will allow us to then make more dvd copies of the film as often as needed.

Identify project staff and detail their individual roles in your proposed project.

Kathy Rausch is admin. asst. of the Heritage Room and is in charge of writing the grant and getting the estimates and other information necessary for the grant application. She is also in charge of contacting the vendor chosen to do the digitization work and making the final arrangements for getting the film to them.

Kathryn Gerber is the library director and is in charge of informing the library board about the project and overseeing the finances involved in the digitization.

Shana Neuenschwander is Kathy Rausch's assistant in the Heritage Room and is available for whatever is needed.

PART IV. COMMUNICATION PLAN

Grantees are encouraged and expected to publicize the project through available and appropriate media outlets. How will you promote your project to your target audience?

Our local newspaper has always supported us and been an ally whenever we need to publicize a program or project, so we would contact them and have a story detailing our digitization project put in the paper. We would also contact our local radio station and have them announce it.

How and when are you planning to share the results of your project beyond your local jurisdiction?

If we were to be awarded this grant, I think the Indianapolis newspapers and tv stations, as well as, the Fort Wayne stations would be interested because of the Indiana Bicentennial being observed in 2016. So maybe, a good time to share the results beyond our local area would be when we get closer to that date. We could contact those news agencies and see if they would like to do a story on us.

Is this project a model for replication? *If so, please explain.*

All funded grant projects are required to acknowledge the IMLS on all products.
For more information, go to <http://www.imls.gov/recipients/communication.shtm>.

PART V. EVALUATION PLAN

Outcomes Based Planning and Evaluation (OBPE) is the preferred evaluation method for your grant project.

Refer to <http://www.shapingoutcomes.org/course> for more information about Outcomes Based Planning and Evaluation (OBPE). If you are unfamiliar with the terms below, the site's [Glossary of Terms](#) is an excellent place to begin.

INPUTS

vendor to produce DVDs

OUTPUTS

13 reels of film digitized

OUTCOMES

people of all ages are made familiar with historical events and activities

EVALUATION PLAN OVERVIEW

Describe how you will determine *whether* the needs of your target group were met by your project. Then explain how you will *measure the impact* of the project on your target audience(s).

We will be able to determine whether the needs of our target group have been met by the interest shown in the films. i.e., checking them out at the circulation desk, searching for them on the library website, requests for copies at the chamber of commerce and museum. Continued interest and awareness by future patrons and members of the community would be the best way to measure the impact of the digitization project.

EVALUATION INDICATORS

EVALUATION METHODS

PART VI. PROJECT TIMETABLE

Using as few or as many rows as you need, complete a timetable of activities for each aspect of your proposed project that describes *what* will be done and indicates by *whom* and *when* it will be done.

PROJECT IMPLEMENTATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
choice of vendor for digitization	Project Director	ongoing
shipment of film to vendor	Project Director	ongoing

COMMUNICATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
apprising library board of digitization expenses and progress	Organization Director	ongoing
regular discussion with vendor of digitization progress	Project Director	ongoing
advertisement of final product in newspaper, radio and tv	Project Director	ongoing

EVALUATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
assessment of impact of viewing final product by public	Organization Director	ongoing

REPORTING

ACTIVITY	WHO	WHEN (month and year or "ongoing")
First Quarter Progress Report	Project Director	August 31, 2014
Second Quarter Progress Report	Project Director	November 30, 2014
Third Quarter Progress Report	Project Director	February 28, 2015
Financial Final Report	Project Director or Fiscal Agent	June 30, 2015
Narrative Final Report	Project Director	June 30, 2015

PART VII. CONTINUATION PLAN

Explain how activities or benefits from the project will continue after the LSTA funding period has ended or if the program will not be continued, explain why.

This program will continue indefinitely, because with films digitized they will be available to be viewed and studied for generations to come. Today's youth and people as yet unborn, will be able to see their ancestors involved in an activity that brought an entire community together to celebrate a new life begun by ancestors brave enough to deal with hardships and trials that we will never understand, to come to a new world in search of freedom and personal advancement.

PART VIII. PROJECT BUDGET NARRATIVE

In narrative form by project budget category and funding source, describe your project budget items as listed in the Project Budget worksheet and briefly identify how they contribute to your proposed project. Be sure that each item for which you want LSTA funds is described in detail below. The Project Budget Narrative must match your Project Budget worksheet.

The Project Budget worksheet and guidelines on acceptable use of LSTA grant funds are available on our website:
<http://www.IN.gov/library/lsta.htm>.

PERSONAL SERVICES

Describe budget items to be paid with LSTA funds.

The LSTA funds will be used to pay for the digitization process, shipping and handling of the original films and finished dvds.

Describe budget items to be paid through cost sharing (local cash or in-kind contributions).

The Berne Public Library will match 10% of the LSTA funds to help in the cost of shipping, handling and digitizing of the 1952 Berne Centennial films.

SUPPLIES

Describe budget items to be paid with LSTA funds.

vendor expenses involved in digitizing super 8 movie films

Describe budget items to be paid through cost sharing (local cash or in-kind contributions).

vendor expenses involved in digitizing super 8 movie films

OTHER SERVICES & CHARGES

Describe budget items to be paid with LSTA funds.

postage, shipping and handling

Describe budget items to be paid through cost sharing (local cash or in-kind contributions).

postage, shipping and handling

CAPITAL OUTLAYS

Describe budget items to be paid with LSTA funds.

we will be paying the vendor for inspection and cleaning of the film, inventory, film transfer, uncompressed AVI 8-bit file, MP4 Access copy file, new cores and cans

Describe budget items to be paid through cost sharing (local cash or in-kind contributions).

we will be paying the vendor for inspection and cleaning of the film, inventory, film transfer, uncompressed AVI 8-bit file, MP4 Access copy file, new cores and cans

PART IX. ASSURANCES

The Institute of Museum & Library Services (IMLS) requires the Indiana State Library to obtain certification from its sub-grant applicants regarding federal debt status, debarment and suspension, non-discrimination, a drug-free workplace, and other applicable assurances. These requirements are incorporated in the Assurances Statement below. Review the Statement and sign the certification form. If you receive a grant, you must comply with these requirements.

By signing the application form, the authorizing official, on behalf of the applicant, assures and certifies that, should a sub-grant be awarded, it will comply with the statutes outlined and all related IMLS and ISL regulations. These assurances shall obligate the applicant for the period during which Federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

Certifications Required of All Applicants

1. Financial, Administrative, and Legal Accountability;
2. Debarment and Suspension;
3. Non-Discrimination;
4. Drug-Free Workplace Act of 1988
5. Lobbying
6. E-Verify Employment Eligibility Verification
7. State Ethics Laws
8. Information Technology Accessibility Standards; and
9. Telephone Solicitations Laws

Certification of Authorizing Officials

I have examined this application, and I hereby certify on behalf of the applicant organization that:

1. The information provided is true and correct;
2. All requirements for a complete LSTA Grant application have been fulfilled;
3. The applicant will comply with all applicable payment, accounting, and reporting requirements; and
4. The applicant will comply with applicable certifications regarding Items 1-9 listed above under Certifications Required of All Applicants.

We, the undersigned, hereby certify that should this organization receive a sub-grant, the organization and its leaders will comply with all LSTA regulations, all statutes outlined, requirements as defined by the Indiana State Library (*Managing Your LSTA Grant*), and all applicable Federal statutes and regulations.

Name of Organization	Project Title	Submission Date <i>(month, day, year)</i>
Berne Public Library	1952 Berne Centennial	14 March 2014
Title of Principal Officer	Signature of Principal Officer	Signature Date <i>(month, day, year)</i>
Library Director		07 March 2014

STATE LIBRARY USE ONLY

Project Number	Approved			Not Approved		Amount Awarded	
Library Type	Public	School	Academic	Special	Multi-Type	SLAA	Institutional

PROJECT BUDGET

Your budget should provide an overview of all anticipated project costs from federal and local sources.

Round all amounts to the nearest whole dollar.

All amounts must match the amounts given in your Project Budget Narrative.

You are not limited to the space provided. Cells are set to expand as you type. Your budget may continue on to additional pages.

A row may be added anywhere by (1) right-clicking on the row above which you wish to insert the new row, (2) selecting *Insert* from the menu that appears and (3) selecting *Entire Row* from the next menu.

You are encouraged to obtain quotes for products and services to develop your application budget. Should your application be approved, your grant contract will include the project budget "as is" unless you request revision in advance. After contract, changes to the approved project budget must be requested of and approved by the Indiana State Library.

Line-by-line instructions in PowerPoint and PDF form are available to download from the Grant Application page of the Indiana State Library LSTA webpage: <http://www.in.gov/library/3732.htm>.

BUDGET ITEM	SOURCE OR METHOD OF COMPUTATION	LSTA GRANT FUNDS	COST SHARING	PROJECT TOTAL
Personal Services				
<i>Salaries & Wages</i>				
<i>Employee Benefits</i>				
TOTAL PERSONAL SERVICES				
Supplies				
<i>Supplies</i>				
new archival film cans		\$103	\$14	\$117
TOTAL SUPPLIES				
Other Services & Charges				
<i>Professional Services</i>				
inspection, film transfer, MP4 access copy	Scene Savers of Covington, KY	\$1,962	\$218	\$2,180
<i>Communication & Transportation</i>				
<i>Printing & Advertising</i>				
<i>Repair & Maintenance</i>				
TOTAL OTHER SERVICES & CHARGES				
Capital Outlays				
<i>Furniture & Equipment</i>				
<i>Print, AV, Electronic Resources & Collection Materials</i>				
hard drive		\$90	\$10	\$100
<i>Software</i>				
<i>Other Capital Outlays</i>				
TOTAL CAPITAL OUTLAYS				
BUDGET TOTAL		\$2,155	\$242	\$2,397

LSTA funds cannot be used to supplant local or system funds.

LSTA funds may not be used for administrative overhead.

Additional Digitization Questions

General Description

The materials we are planning to digitize are super 8 movie films that were taken by local citizens during the 1952 Berne Centennial. There is no copyright on these films, they have all been donated to the Heritage Room by the owners who all have signed waivers granting the Heritage Room full ownership and the right to determine the final disposition of the films. We have a total of (1) 14" reel, (1) 12 ½" reel, (1) 6" reel, (2) 5 ¼" reels and (8) 7 ¼" reels.

Historical Significance

I believe these films contribute to the knowledge and understanding of Indiana History locally because in the films you can see houses, churches and businesses, which in some cases no longer exist. To be able to see exactly how they looked in 1952 and the part they played in the community at that time is priceless. The architecture of these buildings seen along the parade route are especially important because so many of these buildings, not only in Indiana, but in the nation, are lost each day to "progress". Also, at this time many communities were celebrating their centennials, so these films can give us an overview of what the typical celebrations were like. Some of the films are clear enough that local people can be identified, as well. Regionally, I think these movies are of historic significance because our town is the center of a small, farming community and Indiana is full of farming communities just like ours. In watching these films a person could get an idea of what life was like in small town Indiana in the post-war, golden days of the 1950s. As for national significance, the clothing styles being worn by the centennial participants and the cars driven through the parade are a good example of the way American citizens dressed and traveled during this time. Farm equipment driven in the parade would now be considered archaic, though at the time it was state of the art. Local bands also performed in the parade and it would be of interest to see how they dressed and performed. Advertisements for merchandise can be seen on the storefronts as the parade passes by, giving us some insight into what the latest gadgets, appliances and products were at that time and even allow us to discover what the popular selling slogans and mascots were.

These films are definitely "one-of-a-kind". I am not aware of any scanned movie film online anywhere that specifically shows a community celebrating a festival of their own making in the 1950s.

The film itself is an artifact because this form of recording is no longer available. We have been unable to even find a working projector that would allow us to view the films. They have begun to deteriorate so we must act quickly to preserve them.

Technical Plan

The company that we will be sending the film to will make DVDs for us, but then will also download the film onto a hard drive, which we will purchase for that purpose.

We will use a different digital content management software.

The digitization will be submitted to a vendor that was recommended to us by a professor from Ball State University. He had used this company recently and found that they had the best and most up-to-date equipment to do the job without forfeiting any of the quality of the original film. They make corrections in the color and focus where needed and provide uncompressed files on a hard drive. Because we are sending our films to a vendor and we have discussed with that vendor how important these films are to us they will be backing up the films for us on the hard drive and supplying us with archival safe storage cans. This vendor will also take care of the project workflow and they don't foresee any difficulties with scanning the films.

Metadata Plan

Object: parade element: band element: vehicles element: animals

Object: play element: cast element: scenery element: costumes

Object: street scene element: buildings element: spectators

Management Plan

Our staff currently has no experience with digitization projects. Because we will be sending the materials to a vendor the metadata creation and scanning will be done by others. The project management will be taken care of by the administrative assistant of the Heritage Room. We will also probably have our current IT Director take care of developing a web site for us.