

# 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](http://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>.

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### 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.

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### 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**.

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### 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>.

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### 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.

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### 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](mailto: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<br><i>please mark with an X</i>                                | Indiana Memory Digitization                         | Technology            | Information Access for the Unserved |
|  | <b>X</b>  |                       |                                     |
| Project Title  | Preserving the Memories of Crawford County          |                       |                                     |
| Organization   | Crawford County Public Library                      |                       |                                     |
| Full Mailing Address   | P.O. Box 159, 203 Indiana Avenue, English, IN 47118 |                       |                                     |
| Web Address  | http://www.ccpl.lib.in.us/                          |                       |                                     |
| Organization Director  | Tracy Underhill                                     | E-mail Address        | Underhill.tracy@gmail.com           |
| Telephone Number   | (812) 338-2606                                      | Fax Number            | (812) 338-3034                      |
| Project Director<br><i>contact for grant purposes</i>                        | Anne Hager  | E-mail Address        | ahager947@gmail.com                 |
| Telephone Number   | (812) 338-2606                                      | Fax Number            | (812) 338-3034                      |
| Fiscal Agent<br><i>responsible for fiscal reporting</i>                      | Campbell Financial Services                         | E-mail Address        | hillarywc@gmail.com                 |
| Telephone Number   | (812) 936-2769                                      | Fax Number            | (812) 936-4442                      |
| Federal Congressional District(s)  | 9   | County                | Crawford                            |
| Estimated Number of People Served by Project During Grant Period             | 10,713  | LSTA Amount Requested | \$2,185                             |
| Source of this Number<br><i>US Census, library circulation records, etc.</i> | US Census   | Amount of Cash Match  | \$1,050                             |
| FEIN Number/Tax ID Number  | 35-6005691  | Total Cost of Project | \$3,235                             |
| Federal DUNS Number<br><i>If unsure of this number, call 1-866-705-5711</i>  | 183978501   |                       |                                     |

## FEDERAL LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) PRIORITIES

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

|          |  |
|----------|--|
| <b>X</b> | 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.  |
|          | Establish or enhance electronic and other linkages between and improve coordination to improve library services.   |
|          | Provide training and professional development to enhance the skills of the current and future library workforce.   |
|          | Develop public and private partnerships with other agencies and community-based organizations.   |
|          | Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, with disabilities, and with limited functional literacy or information skills.                      |
|          | 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. |
|          | 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.**

|          |   |
|----------|---|
| <b>X</b> | <b>Information Access</b> - 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>   |
|          | <b>Enhanced Services</b> - 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> |
|          | <b>Capacity Building</b> - 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.**

|                          |                     |                          |                           |                                     |                                  |
|--------------------------|---------------------|--------------------------|---------------------------|-------------------------------------|----------------------------------|
| <input type="checkbox"/> | Pre-Schoolers (0-5) | <input type="checkbox"/> | Seniors (65+)             | <input type="checkbox"/>            | Urban Populations                |
| <input type="checkbox"/> | Children (6-12)     | <input type="checkbox"/> | People with Special Needs | <input type="checkbox"/>            | Institutionalized Persons        |
| <input type="checkbox"/> | Youth (13-17)       | <input type="checkbox"/> | Library Staff             | <input type="checkbox"/>            | Non- or Limited English Speakers |
| <input type="checkbox"/> | Adults (18-64)      | <input type="checkbox"/> | Rural Populations         | <input checked="" type="checkbox"/> | Statewide Public                 |

## PART I. PROJECT SUMMARY

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

Indiana Memory will be promoted through informational programs and community outreach to involve Crawford County citizens in a new campaign to preserve the history of Crawford County through digitization of photographs and the creation of a local database. At the county archive, there will be a joint effort to preserve Crawford County history. By using local newspapers, radio stations, newsletters, and our website, we hope to reach a wide audience to raise awareness for Indiana Memory and services the library offers. Our library is striving to increase the availability of research through the digitization of county photographs to assist patrons with their historic research.

## PART II. NEEDS STATEMENT

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

County and state residents, as well as patrons across the United States, seek information regarding Crawford County and/or their family history daily in our library. Our small library houses hundreds of photographs. The Crawford County Archives and Historical Society houses even more photographs. Since most of these photographs are irreplaceable, patrons currently have little access to them. Digitizing these photographs would allow patrons to be able to easily access these photographs from the library and at home, while preserving the integrity of the original artifact. Digitization would make it possible for patrons to easily e-mail research to family members at any number of locations. We want to ensure our community's history is available to all Indiana residents as well as those living outside our state using the most current technology. The availability of these resources will help the community connect their present day to the past.

**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.**

Goal #1 - Indiana libraries will provide up-to-date, reliable access to information to meet the needs of all Indiana residents by utilizing effective telecommunications, technology, and resources. Digitizing Crawford County photographs will allow patrons to utilize a database to access historical photographs of Crawford County for research purposes.

## PART III. OBJECTIVES, ACTIVITIES, & EVALUATION

### OBJECTIVES

**Describe the overall objectives of your project.**

- \* Increase patron attendance to library and genealogy area of library
- \* Offer current technology sources to conduct general and genealogy research
- \* Improve the accessibility of historic information both at county and state levels
- \* Improve access to digital media and digital print products
- \* Provide patrons with efficient and accurate tools for genealogy research and planning
- \* Provide access to current technology, as well as prepare community members how to utilize the technology to improve and enrich their lives
- \* Promote and assist community members with genealogy services to help them explore and understand local and family history

## ACTIVITIES

### Describe all project activities in detail.

- \*Research prices and product descriptions of materials from Staples and other sources
- \*Rearrange furniture and materials in genealogy area to prepare for additional scanning space
- \*Installation of new scanners and equipment
- \*Creation of surveys and evaluation forms
- \*Staff training and trial run of equipment
- \*Local and library announcement of digitization project
- \*Digitize and transfer library and archive photographs onto online database
- \*Digitize and transfer patron donated materials onto online database
- \*Distribute patron intake forms with each in-library use of the database - indicates number of patron use, purpose of research, ease of use, if information sought was successful, and overall satisfaction with their experience
- \*Monitor patron intake forms, surveys, website hits, and number of donated photographs, and make changes as needed

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

Anne Hager - Program coordinator, genealogy and reference work, digitization  
Jay Oglesby - Digitization and promotion  
David Valaningham - Web maintenance and design, IT Support

## 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?

Library's Web Site  
Local Newspaper "The Clarion"  
Historical Society Newsletter  
Local School Newsletter  
ISL - Wednesday Word  
Bonnie Powers Radio Show  
Midwest Archives Conference Newsletter

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

"Crawford County Memory Scan-a-thon" will start with a week-long event within 6 to 8 weeks of the beginning of our project where citizens of Crawford County will bring old photographs to be scanned and saved as donations on the library's servers. The patrons will receive a free CD with their scanned photographs to keep. The library will ask that all photographs be identified as to the location of the photograph, as well as the names of anyone in it. This information will be given on a printed card that will be scanned with the image. The information given about the photograph will be used in the creation of a searchable database that adds to the genealogy and local history collection of the library system. Because the images will become public record, a waiver and release form will be available for all participants to sign, agreeing that they are donating their images to the new genealogy and local history collection. This collection will be submitted to Indiana Memory as another source of Indiana history to be shared with the entire state. This project will become an ongoing endeavor with an online submission process where the patrons can scan additional photographs or bring digital copies and upload them to our server for consideration of addition to the collection. A staff member will view the submissions and choose whether or not to add them to the database. Future "Scan-a-thon" campaigns will take place where the library will request patron involvement for preservation of local documents, photographs, and artifacts. By making our scanning unit mobile, we will be able to go to other organizations in the county and may then add their photographs to the library's database if the project meets established criteria.

Updating our Crawford County Public Library genealogy website and creating an interactive database will be one of the largest parts

of the campaign. A digitization project for many unique resources in the genealogy area will continue after the initial launch of the database. By continuously adding to the digital library on the website, the information available to not only Crawford County but to the rest of the state will researchers and genealogists everywhere.

As part of a collaborative effort on the parts of the Crawford County Public Library and the Crawford County Archives to preserve local documents, photographs and artifacts, the library will assist the Archives in archiving and saving its photographs and documents by helping them to digitize their collection for use on the library's website. Many old photographs and documents are generally in too poor condition for the public to handle or for use in permanent display, and by helping to digitize these older photographs and documents, the library and archives can make delicate materials available to everyone. By promoting this new resource to citizens of Crawford County, more people may be encouraged to donate their own historical artifacts to grow the collection of the archives.

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

No.

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

The most important resources will be the scanners and computers to digitize the library, archive, and patrons' photos, documents, and artifacts. The flatbed scanner will be used primarily for photos and documents, and the digital camera will be used for items that do not work in the flatbed scanner such as framed photographs that cannot be taken out or book pages in volumes whose pages are too fragile to put into the flatbed scanner. Overly large items such as maps will best be photographed using the digital camera as well using the camera stand. Much time will be spent collecting and scanning the images, as well as using the computers to create a database and webpage. The CDs will be useful to the citizens donating the photographs because they will be able to keep those images for their own personal use and as a duplicate copy.

### OUTPUTS

The number of patrons who attend the "Crawford County Memory Scan-athon" program will be recorded, as well as the number of photographs presented. When the website goes live, the number of hits it receives will be counted and tracked to determine its usage. Even after the grant period, these numbers -the number of photos, donations, web visits, etc.- will be valuable in determining the continued effectiveness of the instituted programs and projects.

### OUTCOMES

Library patrons will learn more about the history of Crawford County and become more involved in the creation of a collection for the library, a short-term goal that will become long-term as the database grows. Teachers and school librarians gain an additional resource for lessons and displays, and students research Indiana history with greater access and with more diverse interests through the variety of resources available on the State's database.

### 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).

The impact of this program will be to promote the library as a source of interesting information to the citizens of Crawford County by making the library a great source for local history, culture, and preservation. Measuring the impact on the citizens of Crawford County, especially those who use the genealogy area and its resources, will be done through comparing the number of visits to the genealogy area and comparing this to months prior to the project. For the individual programs that are presented at the library during this period, evaluation forms will be filled out by participants, indicating whether they enjoyed the program, whether they have an increased interest in the topic, and whether they plan on using the resources again in the future. Patrons will be encouraged to talk to the librarians about their experience so staff may know how effective the campaign is.

#### EVALUATION INDICATORS

- \*85% of patrons will report positive remarks in the ease of use and overall satisfaction of the database
- \*60% of patrons will be able to independently access information with little or no assistance
- \*Visitor rates from out of county and state will increase their visits to our Genealogy section at an increase of 50%
- \*Visitor rates from within the county will increase their visits to our Genealogy section at an increase of 50%

#### EVALUATION METHODS

Evaluation forms, attendance counts, webpage hits, and speaking directly in interview with those participating the programs and projects will be the methods which will be used to understand how well this campaign has succeeded in bringing awareness to library services, library resources, and Indiana Memory.

## 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") |
|--|-------------------------|------------------------------------|
| Seek equipment information and price quotes                      | Anne Hager              | February 2014                      |
| Crawford County Memory Scan-a-thon                               | Anne Hager              | August 2014                        |
| Crawford County Public Library genealogy & local history website | David Vanlaningham      | Ongoing                            |
| Digitization of the Crawford County Archives collection          | Anne Hager, Jay Oglesby | Ongoing                            |
| Digitization of library photograph collection                    | Anne Hager, Jay Oglesby | Ongoing                            |
| Digitization of patron donated photographs                       | Anne Hager, Jay Oglesby | Ongoing                            |

#### COMMUNICATION

| ACTIVITY   | WHO         | WHEN (month and year or "ongoing") |
|--|-------------|------------------------------------|
| Contacting local newspapers, radio stations, and newsletters | Anne Hager  | Ongoing                            |
| Communications with the Crawford County Archives             | Anne Hager  | Ongoing                            |
| Flyers promoting programs and services                       | Jay Oglesby | Ongoing                            |

#### EVALUATION

| ACTIVITY   | WHO                     | WHEN (month and year or "ongoing") |
|--|-------------------------|------------------------------------|
| Creation of surveys and evaluation forms         | Anne Hager, Jay Oglesby | July 2014                          |
| Analysis of surveys and evaluations              | Anne Hager              | Ongoing                            |
| Reporting of results for surveys and evaluations | Anne Hager              | May 2015                           |

#### 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.

The website and database that are created during this project will be maintained and added to by the Crawford County Public Library staff and by contributions by people of Crawford County through photograph and document donations. Additional appeals to the community for historic photos of Crawford County will be made through programs where patrons are asked to bring their personal photographs to be scanned for their and the library's use. The digitization of the Crawford County Archives will take far longer than the projected time frame for the grant program due to its size, so it will be an on-going endeavor, lengthened more by further contributions by donation. The addition of all these donations to the library and archives will be a valuable historic resource for Crawford County and for Indiana.

## 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.

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

Some staff will be dedicated to various aspects of this project, and after a review of the projected time that will be spent toward this grant, a figure of around \$800 should cover the staff salaries during the hours spent on this project.

### SUPPLIES

Describe budget items to be paid with LSTA funds.

The supplies to be bought for the projects and programs is mostly for the flyers and posters for the promotion of the project. We will also purchase large envelopes that patrons can place their pictures in when they give them to us to have them digitized. These items consist of paper for the flyers and posters, as well as large envelopes for the patrons to donate their photographs in. The amount of these office supplies will be \$50.

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

### OTHER SERVICES & CHARGES

Describe budget items to be paid with LSTA funds.

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

Printing all of the materials for the projects and programs will require a lot of ink, and the cartridges for both black and color printers is estimated to be about \$250.

## CAPITAL OUTLAYS

### Describe budget items to be paid with LSTA funds.

Two scanners will be purchased for scanning photos, documents, and other artifacts; one will be a flatbed Epson Perfection V550, the other will be a digital camera, a Canon Rebel T3i digital SLR for scanning items oversize items and items encased in glass that cannot be placed into the flatbed scanner. A camera copy stand with lights will be used with the digital camera. 200 CDs and CD/DVD sleeves will be purchased as part of a program to encourage citizens of Crawford County to bring their old photographs to be scanned by then giving a digital copy to the photos' owner on a free CD. As part of the mobile scanning unit, a laptop computer, a Gateway NV76R44UI3 will be purchased. Two external 1 Terabyte hard drives will be purchased as a back-up for our data. A domain name for the Crawford County Genealogy website will be purchased and maintained on the library's servers. Purchase of electronic items has a projected cost of \$2,135.

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

## 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<br>(month, day, year) |
|--------------------------------|--|---------------------------------------|
| Crawford County Public Library | Preserving the Memories of Crawford County | 3/11/2014                             |
| Title of Principal Officer     | Signature of Principal Officer             | Signature Date<br>(month, day, year)  |
| Library Director               | Tracy Underhill                            | 3/11/2014                             |

| 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 |
|---|---|------------------|--------------|---------------|
| <b>Personal Services</b>  |   |                  |              |               |
| <i>Salaries &amp; Wages</i>                                       |   |                  |              |               |
| Staff salaries and page wages                                     | hourly wage rates   |                  | \$800        | \$800         |
| <i>Employee Benefits</i>  |   |                  |              |               |
|   |   |                  |              |               |
| <b>TOTAL PERSONAL SERVICES</b>                                    |   |                  | <b>\$800</b> | <b>\$800</b>  |
| <b>Supplies</b>   |   |                  |              |               |
| <i>Supplies</i>   |   |                  |              |               |
| Multipurpose paper 500/ream x2                                    | Staples   | \$15             |              | \$15          |
| Catalog envelopes, 100/box, 10x13 x2                              | Staples   | \$35             |              | \$35          |
|   |   |                  |              |               |
| <b>TOTAL SUPPLIES</b>   |   | <b>\$50</b>      |              | <b>\$50</b>   |
| <b>Other Services &amp; Charges</b>                               |   |                  |              |               |
| <i>Professional Services</i>                                      |   |                  |              |               |
|   |   |                  |              |               |
| <i>Communication &amp; Transportation</i>                         |   |                  |              |               |
|   |   |                  |              |               |
| <i>Printing &amp; Advertising</i>                                 |   |                  |              |               |
| Printing flyers, release forms, photo forms, and evaluation forms | Cost of printer cartridges for both black and color printer |                  | \$250        | \$250         |
| <i>Repair &amp; Maintenance</i>                                   |   |                  |              |               |
|   |   |                  |              |               |
| <b>TOTAL OTHER SERVICES &amp; CHARGES</b>                         |   |                  | <b>\$250</b> | <b>\$250</b>  |
| <b>Capital Outlays</b>  |   |                  |              |               |
| <i>Furniture &amp; Equipment</i>                                  |   |                  |              |               |
|   |   |                  |              |               |
| <i>Print, AV, Electronic Resources &amp; Collection Materials</i> |   |                  |              |               |
| Flatbed Scanner   | CDWG.com  | \$200            |              | \$200         |
| Protection plan for Flatbed Scanner                               | CDWG.com  | \$20             |              | \$20          |
| Portable Document Scanner/Camera                                  | Staples   | \$700            |              | \$700         |
| Protection plan for camera  | Staples   | \$65             |              | \$65          |
| SD Card   | Staples   | \$30             |              | \$30          |
| Camera Copy Stand   | B&H Photo   | \$90             |              | \$90          |
| Laptop Computer   | Staples   | \$535            |              | \$535         |
| Protection plan for Laptop Computer                               | Staples   | \$199            |              | \$199         |

|                                      |          |         |         |         |
|--------------------------------------|----------|---------|---------|---------|
| External Hard Drive x2               | CDWG.com | \$200   |         | \$200   |
| USB-corded computer mouse for laptop | Staples  | \$20    |         | \$20    |
| Paper CD Sleeves (100 pack) x2       | Staples  | \$15    |         | \$15    |
| 200 Discs CD-R Spindles              | CDWG.com | \$50    |         | \$50    |
| <i>Software</i>                      |          |         |         |         |
| Website Domain                       |          | \$11    |         | \$11    |
| <i>Other Capital Outlays</i>         |          |         |         |         |
|                                      |          |         |         |         |
| <b>TOTAL CAPITAL OUTLAYS</b>         |          | \$2,135 |         | \$2,135 |
| <b>BUDGET TOTAL</b>                  |          | \$2,185 | \$1,050 | \$3,235 |

**LSTA funds cannot be used to supplant local or system funds.  
LSTA funds may not be used for administrative overhead.**

## **Appendix A: Additional Digitization Questions**

### **Part 1: General Description**

For this project, we are digitizing our in-house photographs, as well as the photographs housed in the county archives building and those that residents donate to be digitized for the library's database. There is no content creator in general, as these are all varied photographs spanning several lengths of time.

At the beginning of the project, we will request photographs that are from the 1930s and older. For a second phase, we will request they be from the 1950s and older. For a third phase, we will request they be from the 1980s and older. Eventually, we will likely add photographs that are from the 1990s and 2000s as well.

It is unknown at this time how many images will be digitized by the completion of the grant, as it is unknown how many residents will participate in the program. However, we believe we will have at least 500 photographs digitized by the completion of the grant.

There is no copyright status on this collection. All items that have been donated to the library become public domain. We will have legal assistance, serviced by local attorney Marcus Berger, in creating an authorization and release form that will give the library the right to copyright, publish, and use the images that have been provided for this project.

### **Part 2: Historical Significance**

The photographs in this collection are a huge asset to local and regional Indiana history. We have photographs that reflect the rich history of the county, from its big boom to what it is today. We also have photographs of buildings and places that no longer exist because of the extensive flooding that has occurred in the county's history.

This material is absolutely one of a kind. Because of the internet, people are more easily able to share their historical photographs, but those who do are a very small minority. There are many more photographs that have been taken and never duplicated or shared. For example, we have a photograph that shows the unveiling of the William H. English statue in June, 1900. This photograph was never duplicated, and is very rare.

The photographs provide a lot of unique information. The photographs tell the story of the county, from its illustrious past to today. The photographs tell stories also of the lives of people who are no longer living. They will validate the accuracy of events, people, and locations.

The library and archive's collections of photos are incomplete. We hope the community will respond to our project and complete the missing pieces of the county's historic puzzle.

### **Part 3: Technical Plan**

We will be using a few different pieces of hardware for this project. We will be using an Epson Perfection V550 photo scanner as our general flatbed scanner. This scanner will be used for photographs that are not oversized or under glass.

We will be using a digital SLR camera, the Canon Rebel T3i, for the photographs that are oversized or under glass. It will also be used as our mobile scanner, which will allow us to scan without our flatbed scanner when we have to travel to scan photographs. We will purchase a protection plan for the digital camera, in case it is damaged during the project. The copy stand and lighting will allow us to scan the photographs more easily.

We will use a Gateway laptop as our main computer for this project. This will be the computer that images will be temporarily housed on, as well as the computer that we will be able to edit our photographs on. Additionally, this laptop will make it possible for us to scan and edit away from our home library. The external hard drive we will use, which will be a WD MyPassport, will allow us to have extra backup in addition to our server. We will also be purchasing a protection plan for this laptop in case it is damaged during the project.

We will be using a couple different pieces of software as well. We plan to use the ISL statewide CONTENTdm license.

For photo editing, we will be using Photoshop, along with the Digital ICE program the scanner will have installed. We will more than likely also use Picasa.

We will use the State Library's CONTENTdm license, and we do have the minimum technology resources to use the software.

We currently house a server inside of the building. This will be the main place we will backing-up and storing our images. For off-site storage, we will be using a DropBox account. Using this account, we will be able to store the images on multiple computers and can access them from outside the library. We will also be using external hard drives to house the images also, as an extra safety measure.

Our digitization project is expected to begin in July with product purchasing and training. In August, we are planning on having a "Crawford County Scan-a-thon" event where residents will be able to see the equipment and how it works. They will be able to bring their photographs to digitize at this event so that residents will feel comfortable with sharing their photographs for our digital image database. We will promote this event by creating flyers and advertising via

different mediums, from local newspaper announcements to various genealogical society newsletters.

We will be digitizing our own in-house photographs first. After we do this, we will digitize the photographs that belong to the Crawford County Archives & Crawford County Genealogical and Historical Society. After this, we will ask residents to share their photographs for digitization. We will put the digitized photographs onto CDs for the resident to keep when we return their photographs to them.

When a patron requests to have their photographs digitized for the database, we will give them an envelope that includes an authorization and release waiver that gives the library the rights to the photographs, as well as contact information for the patron so that we can contact them when their photographs are ready to be picked up after digitization. The envelope will also include caption cards for each photograph that will include: the name, location, and date for those in the photograph, as well as the contributor's name. The patrons will be requested to donate no more than 12 photographs at a time to ease the load of the photographs to be digitized. We will have possession of the actual photographs for approximately two to three weeks before we return them to the patron. When we are done with each patron's photographs, they will be contacted via the contact information provided in the intake form.

For this project, we will have a form that patrons will fill out; this evaluation will ask for information on why the patron looked at the database (i.e. genealogy research, local history research, etc.), if they found the database easy to use and if they were able to find their desired information, if they had any comments or suggestions about their experience, etc. We will also evaluate our project by website hits, attendance at our "scan-a-thon" events, and by interviewing patrons who use the database.

We are prepared for fragile and oversized items. The digital SLR camera will allow us to "scan" the oversized items and items that are under glass. We are experienced in handling fragile items, especially photographs. White cotton gloves will be used when handling the photographs so that they will not be damaged by greasy hands. If a photograph is too fragile to put into the flatbed scanner, we can use the digital SLR camera to "scan" them. The library building and archives building are temperature controlled, so temperature should not be an issue while housing these photographs.

All digitization will be done in house.

## **Part 4: Metadata Plan**

We will be using the Dublin Core Metadata standard for this project. The title of each photograph will be as close to the name of the resource as possible, but we will create titles if the photograph has no title.

Item type will be listed as: original, tintype, postcard, reproduction, other. We will be numbering each photograph, and each number will be entered as the Item ID. We will add a description for each image, and add keywords to each so it is easier for users to search each image.

For the original date, we will use we will use as precise a date as possible, but will have to use approximations for photographs where the dates are not known. For the digital date, we will use the format: Year + Month + Day. We will also add the publisher as Crawford County Public Library.

We will have approximately ten to twelve subjects, as we do not want to overwhelm users. These subjects will be, for example: people, business, school, sports, farm, transportation, military, building, etc.

## **Part 5: Management Plan**

The staff members involved in this project are knowledgeable in different areas of technology and digitization. Our technology manager, David Vanlaningham, is very proficient in website development as he is the creator and maintainer of our library's website. He is also skilled with scanning software and equipment and metadata creation.

The project director, Anne Hager, is proficient in scanning software and equipment, as these technologies are used frequently in the genealogy area of the library. The project director is also experienced in project management, as she has managed a cemetery file project and a census transcription project. She is knowledgeable of general metadata creation.

Jay Oglesby is also experienced with scanning software and equipment. He has worked on the cemetery file project and census transcription project; both have involved extensive scanning.

This project is a partnership between the Crawford County Public Library and the Crawford County Archives. We regularly work with the Crawford County Archives in genealogical and local history matters.

The project vision is to digitize and preserve as much of the photographic history of Crawford County as possible. We want to help the community to connect their present day to the past

by ensuring our community's history is available to them online by digitizing our photographs. We want to help connect the present community to their past.

Decisions will be made in one-on-one monthly meetings between the project director and the head of the county archives, county historian Roberta Toby. She can be reached at 812-365-9067 or kentucky41girl@frontier.com. The county archives have been made aware that the materials that are digitized will be available on the internet and advertised to patrons in the county and around the state.

The Crawford County Public Library will own all equipment purchased with grant funds, as well as the rights to the digital images created by the grant.



Roberta Toby, County Historian  
Crawford County Historical & Genealogical Society  
4308 E. Temple Road  
Marengo, IN 47140

Phone: 812-365-9067  
E-mail:  
kentucky41girl@frontier.com

March 6, 2014

To Whom It May Concern:

I am writing on behalf of the Crawford County Historical & Genealogical Society and County Archives to express support and partnership with the Crawford County Public Library on the project, "Preserving the Memories of Crawford County." As an Archive Director, I am willing to meet with Anne Hager, Project Director, for all meetings necessary to collaborate, assist and provide any support needed to make this project successful. The Society Members and I work closely with Anne and the Library on a regular basis for genealogical and local matters. We have a positive relationship and communicate often. We believe this project holds an important component for efforts to preserve the county's history; these photos are precious, rare and tell the history of our county. Digitization of local photographs will ensure future generations will understand their past.

Thank you,

Roberta Toby  
Crawford County Historian  
Crawford County Archives Director  
Crawford County Historical & Genealogical Society

Crawford County Historical &  
Genealogical Society President