

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
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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	Evansville Shipyard Photograph Collection		
Organization	Evansville Vanderburgh Public Library		
Full Mailing Address	200 SE Martin Luther King Jr. Blvd.		
Web Address	www.evpl.org		
Organization Director	Marcia Learned-Au	E-mail Address	mau@evpl.org
Telephone Number	(812) 428-8200	Fax Number	(812) 428-8397
Project Director <i>contact for grant purposes</i>	Brigid McBride	E-mail Address	brigidm@evpl.org
Telephone Number	(812) 428-8200	Fax Number	(812) 428-8397
Fiscal Agent <i>responsible for fiscal reporting</i>	Lori Tomlin	E-mail Address	lorit@evpl.org
Telephone Number	(812) 428-8213	Fax Number	(812) 428-8397
Federal Congressional District(s)	8th	County	Vanderburgh
Estimated Number of People Served by Project During Grant Period	179,703	LSTA Amount Requested	\$3,473
Source of this Number <i>US Census, library circulation records, etc.</i>	US Census	Amount of Cash Match	\$1,138
FEIN Number/Tax ID Number	35-6001416	Total Cost of Project	\$4,611
Federal DUNS Number <i>If unsure of this number, call 1-866-705-5711</i>	07-132-5716		

FEDERAL LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) PRIORITIES

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

X	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.

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

PART I. PROJECT SUMMARY

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

The EVPL proposes to finish digitizing the Evansville Shipyard Collection, a set of historically significant photographs, owned by the Evansville Museum of Arts, History, and Science, which is part of the "Evansville in WWII" collection. Digitization of the bulk of this collection was funded by a 2012 LSTA grant. The grant allowed library staff to scan war bond posters from USI, factory newsletters from EVPL, and more than half of the Evansville Shipyard photographs owned by the museum. There are approximately 3,000 photographs remaining to be scanned and cataloged. Completion of this project will provide public access to a rich source of imagery and detail about the war effort mounted in Evansville during the 1940's. The grant money would be used to hire a part time digitization clerk to scan, edit, and catalog the remaining images.

PART II. NEEDS STATEMENT

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

LST ships, ammunition, and Republic P-47 Thunderbolt aircraft, among other war munitions and equipment, were built in Evansville during World War II. Staff members of the Evansville Vanderburgh Public Library have discovered the need for public access to images and information about the war-related industry based in Evansville. This need was uncovered through participation in community groups such as Bicentennial Evansville and county historical societies, as well as through forums with local historians, and ongoing communication with two universities and the Evansville Museum of Art, History, and Science. Based on the attendance numbers from WWII Speaker Series (March and April 2013), and feedback from the attendees, there is strong support to continue the work on this collection. Although three institutions – the EVPL, the University of Southern Indiana, and the Evansville Museum – have held significant collections of historic materials for many years, none of the collections were available on-line. To quote Dennis Au, Historic Preservation Officer for the City of Evansville, "This (print) collection has been available for many years to those who knew about it by word of mouth. As this archive is so voluminous, access was still a challenge for those of us who know about it."

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.

"Indiana libraries will provide up-to-date, reliable access to information by utilizing effective telecommunications, technology, and resources." The EVPL will achieve this goal by using technology to increase the awareness and availability of contemporary, local history resources of Southwest Indiana.

PART III. OBJECTIVES, ACTIVITIES, & EVALUATION

OBJECTIVES

Describe the overall objectives of your project.

Objectives:

1. To preserve and increase public access to educational images, articles, and documents from the WWII era of Evansville's history.
2. To complete and further enhance the historically significant collection of WWII images currently available on evpl.org and Indiana Memory;
3. To preserve images of photographs which are subject to age deterioration.

ACTIVITIES

Describe all project activities in detail.

1. Representatives from the Evansville Vanderburgh Public Library and the Evansville Museum of Art, History, and Science will collaborate to digitize and catalog materials of historic significance. Because a large portion of this collection of materials has already been digitized and placed online in the "Evansville in WWII" collection, the remainder of the Museum's "Evansville Shipyard" collection will complete this effort. The "Evansville Shipyard" collection consists of approximately 3,000 more images to complement the nearly 7,000 which have already been digitized, portraying the war effort to build LST ships.
2. The EVPL will hire a Part Time Digital Projects Clerk. It is hoped that one of the personnel who are currently working on digitizing the "Karl Kae Knecht" collection will be available for this assignment. If not, then new staff will be trained in using the scanning equipment, using the CONTENTdm software and photo editing software. Because of the availability of qualified candidates for this type of work, it is not anticipated that more than five hours of training will be required for this position. Training will be provided by the EVPL's Digitization Coordinator.

The job description of the duties and responsibilities of this position are included here:

- a. Responsible for converting archival materials to digital format using a high-resolution scanner(s); scanning a variety of documents using established procedures.
 - b. Using established archival standards, properly handles fragile and rare archival materials in preparation for scanning.
 - c. Scan photographs, artwork, etc.; corrects color and manipulates images as required using provided software, without altering the image's integrity;
 - d. Use established metadata procedures to catalog scanned documents, paying close attention to detail in data entry, cataloging, and scanning.
3. In order to use the high-resolution flat-bed scanner which is housed at Central Library, the "Evansville Shipyard" photographs will be transported to Central Library from the Evansville Museum. The EVPL's Local History Librarian and the Museum's Curator of History will be responsible for the safe transport of materials.
 4. The Digital Project Clerk will digitize the "Evansville Shipyard" photographs.
 5. The Local History Librarian will oversee quality control and upload images to CONTENTdm.
 6. Materials will be uploaded to the Evansville Vanderburgh Public Library's website, www.evpl.org as well as Indiana Memory.
 6. EVPL staff will provide archival images to the Evansville Museum for their collections.
 7. Museum employees will transfer physical materials back to the Evansville Museum.

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

Brigid (Renny) McBride, EVPL Local History Librarian and Digitization Supervisor. Ms. McBride will oversee project activities and coordinate work schedules. She will also meet with representatives from the Evansville Museum of Art, History, and Science, and supervise the work of the Digital Projects Clerk. Ms. McBride's experience as Local History Librarian will be vital in evaluating materials and ensuring that they are handled with appropriate care.

Brett Schelhorn, EVPL Technology Information Manager. Mr. Schelhorn has the expertise to plan the backup and storage strategy, to anticipate technical challenges and solutions, and to oversee the EVPL's technical infrastructure for interface with Indiana Memory.

Tom Lonnberg, Curator of History for the Evansville Museum of Art, History, and Science. Mr. Lonnberg will provide the images to EVPL for scanning.

Amy Mangold, EVPL Communications and Development Officer. Ms. Mangold coordinates all communications on behalf of the library, and she will oversee marketing and publicity efforts for this project. Ms. Mangold also makes updates to the Digital Archive website.

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?

- Electronic media: This material will be immediately available when the EVPL adds it to the Digital Archive. The project will be written up in "River City Library Times", the library's monthly e-newsletter. In addition, the EVPL will use Facebook, Twitter, and Pinterest to promote the project to social media followers.
- Traditional media: Amy Mangold will submit news releases to local media outlets, including the "Evansville Courier and Press", television and radio stations, and other publications. Ms. Mangold will oversee the release of any professional articles written for publications such as the Journal of the Indiana Library Federation.
- Networking: The EVPL's ongoing collaborations with community groups such as local museums and universities provide multiple opportunities to promote the completion of the "Evansville in World War II" project.
- Programming: the EVPL's ongoing programming and communication methods with local educators offer good opportunities to promote this project.

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

The EVPL is a part of the Indiana Memory project, which makes these and other historic documents available to all Hoosiers, as well as the public at large through the Internet. The "Evansville Shipyard" materials should be available in late 2014. The Evansville Museum of Art, History, and Science will also promote the availability of these materials through its website, newsletter, social media network, and through special signage at the museum.

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

Yes, particularly for other Indiana libraries which have historically significant materials to be digitized and posted online. EVPL staff members are always available to assist representatives from other libraries who are just beginning to make materials available online. The EVPL has been the recipient of two LSTA grants, and staff members have gained valuable experience in making items accessible.

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 Evansville Museum of Art, History, and Science owns a collection of 3,000 photographs of production work at the Evansville Shipyard, taken during the second World War. These images will be scanned, digitized, and posted to the EVPL website, www.evpl.org; as well as uploaded to the Indiana Memory site.

OUTPUTS

The EVPL expects multiple outputs from this project, including:

- Online resources, available to all Hoosiers and the general public. The material will be immediately available when the EVPL uploads information to Indiana Memory, as well as www.evpl.org. In addition, the EVPL marketing department utilizes Facebook, Twitter, and Pinterest to promote all library projects to social media followers.
- News reports and feature stories will be offered to several media outlets, including the Evansville Courier and Press, television and radio stations, and other publications.
- Opportunities to raise awareness of the availability of "Evansville Shipyard." Library staff members routinely participate in community organizations and peer groups.
- Programs: the EVPL frequently offers programs of historic or educational value, especially to local schools. The "Evansville Shipyard" collection is an enhancement to these programs.

OUTCOMES

I. With the completion of the "Evansville in WWII" collection, the Evansville Vanderburgh Public Library will be better able to meet local and statewide interest in Evansville's war effort. This project will increase public knowledge about Evansville's production capacity during WWII, and how that helped support the national war effort. Placing the materials online improves the historic value of Indiana Memory, as well as the Local History Database hosted on the EVPL website. Historians, students, and the local public will have access to these materials, which were formerly not available at all, due to their fragile condition. The material that will be digitized is valuable documentation of the war effort in Evansville. There is high interest in Evansville's participation in World War II, as evidenced by several things:

A. Personal interest in the war effort: Vanderburgh County has 14,214 Veterans; and of the whole population, 14.4% is 65 years or older. Because the Landing Ship Tanks (LSTs) were built in Evansville, there was enormous public support for locating a historic ship, the USS LST Ship Memorial, in Evansville. Hundreds of volunteers worked to bring the ship here, and a \$3 million docking facility was built to support it. Since its establishment in Evansville in October, 2005, the ship has welcomed between 8,000 and 10,000 visitors annually.

B. Educational value: The Evansville Vanderburgh Public School Corporation teaches Indiana history to students in 4th grade. The Library works with the schools to provide historic and educational materials for this grade level and others. Making historic documents such as the Evansville Shipyard photographs available on-line will help give background and context to these studies.

C. Historic research: The materials are of intrinsic historic value, but not fully accessible by the public right now, due to their fragility. All Indiana residents will benefit from this material being placed on-line.

Hoosiers from all these perspectives will benefit from the "Evansville Shipyards" project.

II. This project also helps to achieve two of the EVPL's strategic goals:

A. Collaboration/Partnerships –

a. Develop partnerships that expand resources and expertise to increase the Library's impact and reach in the community.

b. Create new Collaborations/Partnerships that, when combined with existing Collaborations/Partnerships, will help to fulfill unmet community needs relating to the EVPL vision and mission.

B. Services - Design and implement library services, classes and events that enrich people's lives and help create an educated, informed public.

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 target groups for this project are educators, historians, and the general public. The EVPL will be able to determine if this project meets the needs of these groups through ongoing communication channels, such as participation in special interest organizations, and through feedback from educators who use the EVPL website frequently.

EVALUATION INDICATORS

The EVPL continuously seeks feedback from citizens through its website, through face-to-face conversations with librarians, and organized focus groups. Ongoing communication with area educators and historians will enable the EVPL to determine the value of these materials to their educational efforts. In addition, the library keeps statistics on the number of people who attend library programs, the number of "hits" on the website, and the number of speakers and programs which are presented.

EVALUATION METHODS

The EVPL monitors the monthly CONTENTdm usage. Staff also keeps statistics on participation in all library programs. Surveys are distributed at all EVPL programs, requesting that attendees rate the programs and provide information about how they heard of the program.

Ms. McBride, the project manager, reports directly to the EVPL's administrative staff, which evaluates progress toward meeting the library's strategic goals. This project helps to achieve goals in partnerships and services. The library administration considers the value of each project to ensure that the EVPL is meeting a broad spectrum of public interests. This project will be evaluated, in part, by how well it complements other resources offered by the library as well as being a unique resource.

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")
Library personnel meet with museum staff to catalog materials	Renny McBride and Tom Lonnberg	June, 2014
Advertising and interviewing for PT Digital Projects Clerk	Don Crankshaw and Renny McBride	June, 2014
Training for Digital Projects Clerk	Ann-Marie Myers	June/July, 2014
Materials transport from Evansville Museum to Central Library	Renny McBride and Tom Lonnberg	July, 2014
Scanning "Evansville Shipyard" photographs	Digital Project Clerk	July - November, 2014
Cataloging digital images	Renny McBride	November/December, 2014

COMMUNICATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
Marketing and advertising new collection	Renny McBride and Amy Mangold	November, 2014 and ongoing thereafter

EVALUATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
Monthly statistics	Renny McBride	October 2014 through April, 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 "Evansville Shipyard" series will complete the Evansville in WWII Digital Collection. The entire collection will be housed in EVPL's Digital Archive as well as in the Indiana Memory collection. The people of Evansville, the state of Indiana, and the worldwide public will have continued access to view and learn from the collection.

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 Temporary Digital Project Technician will be employed for 15 hours a week, from July, 2014, through the end of October, 2014 (17 weeks). The estimated cost for this position, including wages, Social Security, and Medicare, is \$3,473.

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

Training and ongoing direction/supervision of the Digital Project Technician will be provided by EVPL staff. Cataloging images, and compiling progress and evaluation reports will also be assumed by EVPL staff. Estimates of the hours required of each staff person, and the corresponding personnel expense, paid by the EVPL, is given below:

34 hours ongoing supervision/direction (McBride)	634.00
10 hours digital image management (McBride)	187.00
5 hours training (Myers)	80.00
Total	\$ 901.00

SUPPLIES**Describe budget items to be paid with LSTA funds.****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).**

Miranda Knight, the EVPL Marketing and Communications Specialist, will generate news articles for EVPL publications, as well as other media sources, such as the Evansville Courier and Press.

10 hours Marketing and Communication (Knight) \$179.00

Amy Mangold, EVPL Community Relations and Development Officer, will oversee all efforts to publicize the grant and the digitization work, including electronic media.

2 hours communication management (Mangold) \$58.00

CAPITAL OUTLAYS**Describe budget items to be paid with LSTA funds.**

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 <i>(month, day, year)</i>
Evansville Vanderburgh Public Library	Evansville Shipyard Photograph Collection	March 14, 2014
Title of Principal Officer	Signature of Principal Officer	Signature Date <i>(month, day, year)</i>
CEO-Director		March 14, 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>				
Temporary Digital Projects Clerk, 7/7 - 10/30-2104 (17 weeks)	15 hours per week @ \$12.65 per hour	\$3,226		
Digitization Coordinator (Myers)	5 hours @ \$16.02 per hour		\$80	
Supervision/Direction (McBride)	34 hours @ \$18.66 per hour		\$634	
Digital Image Management (McBride)	10 hours \$18.66 per hour		\$187	
Total		\$3,226	\$901	\$4,127
<i>Employee Benefits</i>				
FICA expense for Temp Dig Projects Clerk		\$247		\$247
TOTAL PERSONAL SERVICES		\$3,473	\$901	\$4,374
Supplies				
<i>Supplies</i>				
TOTAL SUPPLIES				
Other Services & Charges				
<i>Professional Services</i>				
<i>Communication & Transportation</i>				
Marketing and Communication (Knight)	10 hours @ \$17.88 per hour		\$179	\$179
Communication management (Mangold)	2 hours @ \$28.75		\$58	\$58
<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>				
<i>Software</i>				

<i>Other Capital Outlays</i>				
TOTAL CAPITAL OUTLAYS				
BUDGET TOTAL				\$4,611
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

Describe the materials to be digitized, including the copyright status of the items.

1. Include information about the collection creator, time period, and types of materials.
2. How many objects, images, books, pages, etc. will be digitized by completion of grant?
3. Discuss the copyright status of this collection.

The EVPL plans to continue digitization of historically significant images by adding a set of approximately 3,000 photographs owned by the Evansville Museum of Art, History and Science. Known as the "Evansville Shipyard" collection, these photographs were taken during World War II, to document the war-building effort which took place in Evansville. The LST Shipyard operation was a contract awarded to the Missouri Valley Bridge and Iron Company which contracted Jack Rusche, Don Followell, and Sylvester Jack Rusche Jr. to photograph the day-to-day happenings at the shipyards, as well as accidents, construction mishaps, boat launchings, and training. The photographs were donated to the Museum by the United States Navy. Because they are owned outright by the Evansville Museum, there are no known copyright issues. The Museum is an enthusiastic partner in this digitization effort, as it will help to preserve the images far longer than the physical artifacts can be preserved.

Part 2: Historical Significance

1. How and why does the material contribute to the knowledge and understanding of Indiana history locally, regionally, nationally, or worldwide?

Prior to the United States entering WWII, the US economy was experiencing a depression. Once the U.S. entered the war, there was a great need for military equipment, ammunition, and vehicles. Evansville boasts a prime location for manufacturing and shipping items down the Ohio River to New Orleans. In addition, Evansville's resources included a number of existing factories, a good-size labor force, and raw material transport availability, which led to Evansville becoming a major source for many items for the US military. As WWII continued, Evansville earned many Army-Navy awards for meeting or exceeding the manufacturing demands placed on the factories. The Evansville Shipyard was an important part of this building effort.

With the spur of manufacturing that started in the 1940s, Evansville's economy and factory production continued to grow and expand through the 1950s. Evansville's manufacturing during WWII impacted the local and regional area by creating jobs for Southwestern Hoosiers. On a national and worldwide level, Evansville provided many necessary parts, vehicles, and equipment for the US armed forces.

2. Is the material one of a kind or does it supplement existing material already available online?

This is an addition to one of the largest collections of primary WWII industrial materials available online. The "Evansville in WWII" collection was created in 2012 – 2013 through an LSTA grant. That collection can be viewed at www.evpl.org and also through Indiana Memory.

3. Does the style or physical “artifact” nature of the material provide unique information in and of itself?

The photographs are unique. Museum and Library staff members are not aware of any other source of images which convey the details of life at the shipyards during the Second World War.

Part 3: Technical Plan

1. What hardware or software will be used? Please note: The State Library will provide access to the CONTENTdm statewide license at no cost. If you plan to use the ISL statewide CONTENTdm license, or software other than CONTENTdm, contact the Indiana State Library before submitting your application.

The EVPL uses OCLC’S ContentDM hosted service. The CONTENTdm servers run on SuSE Linux Enterprise Server (SLES) and are under patch management from OCLC’s Linux systems administration team. We have 200GB of hosted space. The version of ContentDM is 6.6.

All servers are deployed within a virtualized server environment managed with VMWare ESX with Distributed Resource Scheduler (DRS) and High Availability (HA) enabled. DRS uses VMWare’s vMotion capability to dynamically enhance resource availability for each virtual server. Each VM Guest (virtual drives for the operating system, paging files. server running 64-bit SLES) is provisioned with at least 2 CPUs, 2 GBs of RAM and dedicated SAN attached drives for the operating system, paging files.

2. Please indicate which of the following three options your institution will utilize:

- a. We will use the State Library’s CONTENTdm license, and we have the minimum technology requirements to use the software.
- b. We will use our own CONTENTdm license.
- c. We will use a different digital content management software.

b. The EVPL will use its own CONTENTdm license.

3. If you selected C in question 2, please provide an explanation for why you are using a different content management software and answer the additional questions below.

- i. How will the images be searched (what software will be used)? *N/A*
- ii. How will the search results be displayed and/or sorted? *N/A*
- iii. How will images be linked and displayed? *N/A*
- iv. How will you provide metadata and images for Indiana Memory? *N/A*

4. Detail your backup and storage strategy.

OCLC employs a variety of methods to minimize data loss in the CONTENTdm Hosting Service. The content and user interface customizations are backed up regularly. Each night, a backup copy is generated for newly added or modified content. At any time, there are three copies of all content and user interface customizations between the primary storage facility and the backup systems. Short-term data loss (less than 24 hours) is minimized by utilizing redundant, self-healing storage devices.

The CONTENTdm application and its Web server root and configuration directory are backed up nightly. These backups are taken offsite weekly to an Iron Mountain location. All CONTENTdm Hosting Service backups are on a six week rotation. This means that a CONTENTdm server can be restored to its end of day state for any day in the previous six weeks.

The EVPL stores archival tiffs using Amazon's S3 Simple Storage Service in the Cloud. The EVPL also backs up the tiffs to an external hard drive and store the tiffs off-site.

5. Detail your digitization project workflow, outlining what will happen when.

The photographs are stored at the Evansville Museum. Museum staff will transport materials to the Library. The photographs will be scanned on an oversized flatbed scanner. The items will be cataloged using Microsoft Excel spreadsheets to batch upload items to the "Evansville in WWII" collection currently available on the Digital Archive on the EVPL website.

6. Describe any difficulties that might arise in scanning the materials (oversized, bound, fragile, etc.).

No difficulties should arise while scanning these items due to collection condition.

7. Will the digitization be done in house or submitted to a vendor?

The digitization will be done in-house.

If using a vendor, how will the vendor be selected? N/A.

Returning Grantees: If your project is a continuation of an earlier LSTA Digitization grant, please indicate if your methodology will change from your previous grant award. Also indicate how the results of your evaluation from your previous grant will be incorporated into the project.

The EVPL will not be changing its methods from the previous grant. The Digital Projects clerk hired to complete the first portion of this project streamlined the process which will enable staff to quickly scan, edit, and catalog the items.

Part 4: Metadata Plan

Describe your plan for creating metadata for the proposed project. Include information about the metadata fields and any controlled vocabularies that will be used. Please note: All LSTA-funded projects must conform to the State Library's metadata standards.

The collection will contain digitized images of photographs of Evansville shipyards during WWII. The Evansville Museum does not have a publicly accessible catalog. The basic image metadata elements (title; subject—LCSH, LCAF; creator; format—item type; date) will be entered following Dublin Core Metadata Guide and the Indiana Memory Project standards. Image metadata will include technical information and item ID. Technical information will include resolution, file type, etc., and uniform wording will be used that meets the metadata standards.

Part 5: Management Plan

1. Describe your staff training and experience with digitization projects. Specifically detail current staff expertise and/or what training will be available in the following areas:

- a. Project management
- b. Metadata creation
- c. Scanning software and equipment
- d. Website development
- a. Project management**

Brigid (Renny) McBride, Local History Librarian for EVPL, has been supervising the digitization process for the Evansville Vanderburgh Public Library for nearly three years. Her experience with archival materials and historic research has proven vital to the growing collection of digital materials available through EVPL's Digital Archive. She has coordinated various digital projects including back cataloging of postcards, the "Evansville in WWII" digital project, EVPL Centennial collection, and the Karl Kae Knecht collection.

b. Metadata creation

Andrea Kappler has been EVPL's Cataloging Manager for 20 years and has guided the creation of metadata for all past digital collections available at www.digital.evpl.org. She has years of experience in subject headings, database indexing, and providing the necessary metadata to assist patrons in searching the digital archive for pictures, images, and e-books. She has experience working with different metadata schemas, including a crosswalk from Dublin Core to MARC21 Bibliographic Format. Ms. Kappler will serve as an advisor for this project.

c. Scanning software and equipment

Ann-Marie Myers was EVPL's first Digitization Technician. She has trained the entire Technical Services Department and has moved from TSD to Reference Services where she has provided training and technical assistance to the members of this department. Her expertise is in digitizing a variety of materials including postcards, photographs, books, yearbooks, and city directories. Ms. Myers is an important resource for the proposed project.

d. Website development

Amy Mangold, Community Relations and Development Officer, oversees all updates to the EVPL website. The EVPL has upgraded to the newest version of CONTENTdm, which allows for easier updates to the search interface. As a resource, Ms. Mangold has the EVPL's Information Technology department at her disposal. The IT staff is supervised by Brett Schelhorn, an IT specialist with the library since 1998.

2. If your project is a partnership, please also address these final questions.

a. What is your relationship to the partner organization?

The EVPL has a long-term working relationship with the Evansville Museum of Arts, History and Science. The Library and Museum staff previously worked together on the "Evansville in WWII" collection and the "Karl Kae Knecht" cartoon collection. The Museum has partnered with the EVPL to provide their collections to the general public free of charge through the Digital Archive and Indiana Memory. Tom Lonnberg, Curator of History at the museum, has provided free programming to the Library in support of the "Evansville in WWII" collection. Brigid McBride is a member of the Southwestern Indiana Collections Connection Association hosted by the Museum.

b. What is the project vision, and is it shared?

The EVPL and the Museum are pleased to offer digitized WWII content to the citizens of Indiana, as well as a global audience at no charge. Completion of the WWII collection will be an accomplishment in providing access to a previously unavailable collection housed at the Museum.

c. How will decisions be made between partner organizations?

Brigid McBride (EVPL) will be the project director and will ensure the digital collection will be uniform with the current EVPL Digital Archive. This includes metadata and the image quality. Ms. McBride will communicate often with Tom Lonnberg, Curator of History at the Evansville Museum, to ensure that

metadata and image quality needs are met. Mr. Lonnberg will provide historic information as needed, while all technical decisions will be made by Ms. McBride.

d. Is the partner organization aware that materials will be made available on the internet?

Yes, both organizations are not only aware that materials will be made available on the Internet, but they are eager to accomplish this objective. Tom Lonnberg, Curator of History at the Evansville Museum, believes that it is advantageous to scan the photographs and make them available on the internet. Not only will this increase accessibility, but it will preserve images of materials which will eventually succumb to age deterioration. Completing the WWII collection will allow researchers and the public to gain new perspectives on Evansville's history as well as WWII industry.

e. Indicate who will own any equipment purchased with grant funds and the rights to the digital images created by this grant.

No equipment will be purchased with these grant funds. While the Museum owns the original photographs, it is granting the right to display the digital images to the EVPL and Indiana Memory. The EVPL and the Evansville Museum will be collaborating on metadata creation and agreeing on digitization standards throughout the scanning process, ensuring the metadata will be acceptable for each institution. EVPL will provide online access to the images, and the Museum will provide links on its website. The Museum will receive external hard drives with images.

f. Include a signed letter of support from your partner(s).

Part 6: Supporting Documentation

Applicants may include additional materials to support the application. Additional documents are not requested or required. Grant applications submitted to for review will not contain more than five (5) additional pages.



EVANSVILLE MUSEUM

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Thursday, March 13, 2014

LSTA Grant Review Committee

Dear Committee Members,

It is with great enthusiasm that I submit this letter of support for the Evansville Vanderburgh Public Library's (EVPL) application for a 2014 LSTA Grant. The Evansville Museum has had the opportunity to work with the EVPL as part of their 2012 and 2013 LSTA grant projects, and it is exciting to see this benefit the community. As the Evansville Museum has long had a role in interpreting the World War II home front history of our city, we are especially enthusiastic with the potential of completing the high-resolution digitization of the Evansville Shipyard Photograph Collection.

The Evansville Shipyard Photograph Collection is one of the most utilized and important holdings in the Evansville Museum's permanent collection. These photographs document the monumental effort of constructing Landing Ship, Tanks (LSTs) at a facility built on the banks of the Ohio River out of wartime necessity. With over 19,000 men and women working at the Shipyard at its peak, the facility is the largest employer in the city's history. The around the clock operation employed people from throughout the Midwest.

As the collection documents the construction of LSTs, it also records the building of a ship instrumental to the Allied victory during World War II. A new design, LSTs made beach landings at places such as Normandy possible, and were part of the island hopping campaign in the Pacific Theater. Winston Churchill remarked *The destinies of two great empires...seem to be tied up in some...things called LSTs.*

The Evansville Shipyard Photograph Collection is a comprehensive documentation of this World War II operation. The 7,000 photographs scanned as part of the 2012 LSTA Grant project provide a great resource for those researching this unparalleled period in history, and I support the scanning of the remaining 3,000 images within this collection. These 3,000 images not only document further efforts at the Shipyard, but also contain many images recording other important scenes in Evansville during World War II. These include significant buildings of the period and other World War II industries.

It is my hope that these 3,000 images will be scanned, as this will make these historically important images readily available to the public and create a high-resolution digital archive of these photographs.

Respectfully Submitted,

Thomas R. Lonberg, Curator of History



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