

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

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

Library Services and Technology Act Grant

2014 General Application Instructions

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

Grant Guidelines

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

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

Application Form

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

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

Project Budget

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

Digitization Application Supplements

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

Application Submission

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

INDIANA STATE LIBRARY			
LIBRARY SERVICES AND TECHNOLOGY ACT GRANT APPLICATION			
State Form 53456 (R6 / 12-13)			
GENERAL I	INDIANA STATE LIBRARY		
Grant Program <i>please mark with an</i>	Indiana Memory Digitization	Technology	Information Access for the Unserved

X		X	
Project Title	Historic Newspaper Digitization by the Fulton County Public Library		
Organization	Fulton County Public Library		
Full Mailing Address	320 West 7th Street, Rochester, Indiana 46975		
Web Address	www.fulco.lib.in.us		
Organization Director	Jonathan Gaskill	E-mail Address	director@fulco.lib.in.us
Telephone Number	(574) 223-1002	Fax Number	(574) 223-5102
Project Director contact for grant purposes	Quenton Oakes	E-mail Address	qoakes@fulco.lib.in.us
Telephone Number	(574) 223-1003	Fax Number	(574) 223-5102
Fiscal Agent responsible for fiscal reporting	Dawn Grubbs	E-mail Address	busmgr@fulco.lib.in.us
Telephone Number	(574) 223-1001	Fax Number	(574) 223-5102
Federal Congressional District(s)	Indiana 2nd (IN2)	County	Fulton
Estimated Number of People Served by Project During Grant Period	16,227	LSTA Amount Requested	\$9,000
Source of this Number <i>US Census, library circulation records, etc.</i>	IMLS - harvester.census.gov	Amount of Cash Match	\$2,200
FEIN Number/Tax ID Number	35-6002066	Total Cost of Project	\$11,200
Federal DUNS Number <i>If unsure of this number, call 1-866-705-5711</i>	169494184		

FEDERAL LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) PRIORITIES

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

	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.
X	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>
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	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.

There is a large collection of historic newspapers housed at the Fulton County Historical Society that contain a huge amount of information that people all over the country are interested in. Hoosiers from all over the state make journeys to our library to sort through this collection that spans more than a century in black-and-white history. However, this is a time consuming and somewhat costly affair, and many people who are interested in the contents of this archive are unable to actually use it.

However, with funds from an LSTA Indiana Memory Digitization Grant we will be able to make these unique, historical newspapers available to anyone with an internet connection, and searchable with a few taps of a keyboard. Currently the information in these newspapers is not found by many people who want to learn more about their history, but by scanning them and using Optical Character Recognition technology we can greatly increase their accessibility and utility.

PART II. NEEDS STATEMENT

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

The information in our unique collection of local newspapers is often sought by people who don't have the time or ability to search through feet of physical records or microfilm. These are Hoosiers who want to know their own history – “Who were my ancestors?” “How long has the farm been in the family?” “What was Rochester like 100 years ago?” or even, “What did the funny pages look like in the 1800's?” These are fascinating questions worth pursuing answers to, but there are currently obstacles in the way for the interested researcher, specifically getting to the physical collection by making the trek to the library and the time investment of searching through our records as they are.

If our newspapers were digitized and OCR software used on them, one would be able to search them as easily as one can use a search engine. The results would be instantaneous, high-quality, available from anywhere with an internet connection, and, with the use of a smartphone, the whole collection would be accessible from the palm of one's hand! Many of the people of Fulton County are strapped for time and many of them spend the vast majority of the operating hours of the Fulton County Public Library at their place of work. If these records were digitized interested patrons would be able to access the records from their home, if they have an internet connection, or from any public computer, and the time investment would be reduced to a fraction of scrolling through the microfilm or paging through fragile documents.

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

The digitization of these historic newspapers would improve **information access** for Hoosiers all over the state. By opening up our records, thus far only available to people able to make the trek to the Fulton County Public Library or the Fulton County Historical Society, to people all over the nation by digitizing out records we will make a huge volume of information on many historical figures of Fulton County, music venues that disappeared along with the “big band”, and the average comings and goings of Fulton County folk. Many people are interested in this in the community. I'll list a few examples:

There are local artists, musicians, and other creative people who are interested in tying their art to local history. Many of them have been interested in finding historic well-windmill images, or reading the old farming aphorisms that were put out in the notices sections for inspiration for song lyrics.

I think that there is a large potential population who would enjoy reading the serial stories and now out-of-print comic strips that were run in our local paper. As it is people would have to come to the library and scroll through pages and pages of microfilm, or handle many sensitive documents, to experience these unique cultural works, but with a digital edition they could easily find the next section without a large investment of time and effort, and handling relatively delicate originals or increasingly brittle microfilm.

And, of course, people who are interested in their ancestry and familial history in Fulton County. Using (already digital) census data is making it increasingly easy to create lines of descent, but finding out any actual details of our ancestors lives is significantly more difficult, and not becoming much easier over time. However, armed with only a great-grandfather's name and our digital collection, a patron could potentially find a rich biography-in-the-making of their great-grandfather who, before, was just a name scribbled on a census form.

PART III. OBJECTIVES, ACTIVITIES, & EVALUATION

OBJECTIVES

Describe the overall objectives of your project.

Our objective is to make high-quality digital copies of our historic newspapers available to people all over the state, for the benefit of their education, entertainment, and curiosity. An important secondary goal is to develop a partnership with the Fulton County Historical Society as we work together on this project. The FCPL is working to improve our community by increasing networking between social organizations to enhance the public knowledge about the variety of services we offer and prevent overlapping services. At the moment we are two entirely independent and separate organizations, but already, just surveying their collection, we've built up some rapport. We are very excited to work with them further. One more objective is to become skilled in the creation of high quality digital copies of documents and open our scanner to other local historical and personal needs throughout the community, strengthening our county's computer skills and giving local history deeper digital roots.

ACTIVITIES

Describe all project activities in detail.

We will order the well-respected WideTEK 25 from Image Access and hire a new staff member to work exclusively on the project. We will work with the free Tesseract OCR engine with a Windows front-end, either FreeOCR or VietOCR. Many of the staff will be trained in the use of the scanner and OCR software so that we will be able to continue digitizing documents after the term of our part-time staff member is up. We will work to find the most effective and efficient placement for the scanner, spending some time at the historical society using a laptop and some time at the FCPL using a more permanent workstation. We will be using the CONTENTdm system to store and display the results, and we will add a page to our own website to display our unique local collection.

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

There will be many different staff working on our digitization project beyond our new staff member hired exclusively to work on the project. The project director will be working with the scanner, learning the ins and outs of the OCR software, and working with select members of our staff, especially the Tech and Reference departments, to teach them the basics of using the scanner. We will have staff visit the Historical Society and deliver their papers to the FCPL for scanning while the scanner is here. The project director, library director, and other staff close to the project will share responsibility making press releases and other advertisements to raise public awareness about the project and our new equipment. Finally I will be working with our Tech Department to get our files onto the Indiana Memory Project's databases and displaying copies locally.

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?

Most of the people who request or who would benefit from this digitization find us through our website. So we will display notifications there both of the project as it is ongoing, to drum up interest, and links once the project is complete. We will also be working closely with the Historical Society, and they often work with people who would be interested in the convenience of using a computer to browse through the newspaper collection they house. Beyond that we may will take out ads in the (still-running) Rochester Sentinel and Shopping Guide News to announce major milestones in the project (first papers digitized, first files uploaded, first files on display, notable, interesting, or timely articles found in the scanning process, and completion of the project). We will add a class on how to access these files to our regular rotation of technology classes and a class on digitization using the scanner as well as other digitization devices on hand. We have a local library newsletter in which we will include progress reports on the project. In addition we will be sending press releases to all the local newspapers and plugging the project on our regularly scheduled monthly radio news hour.

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

Since this is a project to digitize newspapers largely for the sake of those outside of our direct jurisdiction sharing the results of our project outside our local jurisdiction is integral to our project's success. We will communicate with the Indiana Memory Project on how to add our files to their database and by hosting the collection online ourselves people the world over will be able to access them easily. However, we do not have a very far-reaching media presence, but we will distribute information on these collections through our Facebook and Twitter pages, with the potential to educate people on the other side of the globe.

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

Yes, in two ways. The first is an in-house model for replication in the logistical work between ourselves and the Historical Society. In a more general sense it will be a model for generalization as we will have experience after the first year to present at various library conferences about our experiences, successes, and unexpected hurdles we've had to clear. Our situation is also unique because we are a small, rural library, and the problems that we encounter will be most helpful to other libraries similar to ourselves, with limited existing infrastructure and other similar constraints. In my experience these libraries are often under-represented in presenters at conferences, and with our work we will make a tiny change towards a more balanced presentation set.

**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

Our inputs are varied. One input will be the new staff member brought in for the project. We will also be investing staff time in training with the scanner and OCR software. There will be vehicular and time investments moving the papers and equipment from place to place. There will be a small but important cost in the quality of handling all these historic papers, but this is necessary to preserve them before they deteriorate any further. There will also be a cost in terms of the space occupied by the scanner in either location.

OUTPUTS

The output will primarily be the files hosted on the Indiana Memory Project database and our own local copies. There will also be an output of significantly more efficient Reference Department genealogical research and self-service genealogy through our website and the Indiana Memory Project in relation to Fulton County. It's difficult to estimate these numbers, but at least a 50% increase in the speed of research for the Reference Department for queries that require using our historic newspapers. There will also be a significant increase in the web traffic, as our limited digital genealogical collection generates approximately 70,000 unique views per month.

OUTCOMES

The outcome of this project will be a greater connection between the people living and doing research today and the past. As it is many amateur genealogies are constructed almost exclusively out of birth- and death-dates. However, with these newspapers being digitized, people whose families lived in Fulton County at any point in the last 150 years will at least have a chance of getting a real glimpse into the lives of their ancestors.

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).

As a small library much of our impact evaluation is done on an interpersonal level. We hear from people who have used our services, and often help people access our services in the first place. As people ask for help with more advanced features or simply increase the visit-count on related web-pages we'll know we've helped someone connect with history.

EVALUATION INDICATORS

One of the greatest things about the internet, as opposed to a notice board or flyer, is that we can track how many people even look at a web page. We also receive a relatively steady stream of feedback from the community in the form of written correspondence and in-person thanks. We will also know that people are using the service when people contact us looking for genealogical help and already have information from our new digital collection, or if we ourselves use the digital collection to help us do genealogical research for someone.

EVALUATION METHODS

We will occasionally check the daily/weekly unique visits to our web-page and hopefully communicate with the Indiana Memory Project for similar statistics. We track reference interactions, including those interactions that would be related to our new digital collection. Finally, we will track our own usage of the collection to see how much utility our reference department gets from the collection on its own, separate from patron queries about it's use and utility.

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")
Digitize Newspapers	Reference staff (Incl. new hire), Project Director	6/14 - Ongoing
COMMUNICATION		
ACTIVITY	WHO	WHEN (month and year or "ongoing")
Make press releases and media appearances	Project Director	6/14 - Ongoing
EVALUATION		
ACTIVITY	WHO	WHEN (month and year or "ongoing")
Check Site Traffic Weekly	Tech Staff	Ongoing
Maintain Budget	Project Director and Fiscal Agent	5/14 - Ongoing

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

PART VII. CONTINUATION PLAN

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

The project will be continued after the initial period of the LSTA grant in one of two ways. Firstly, if we haven't scanned all of our 50,000 pages by the end of the grant period we will continue to digitize with Reference staff time until our collection is completely digitized. We can't justify picking and choosing which of our newspapers are digitized. The second way we'll continue the project is that we will continue training new reference staff on the use of our scanner and begin to open it to the public to add their historic documents, in high-quality digital form, to our digital library.

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.

N/A

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

Having a new employee dedicated to the project will be crucial to the success of this project. They will be dedicated staff whose primary objective is to scan and apply OCR software to the newspaper collection. They will work 4 hours every weekday from June 15th (giving us 2 weeks to find the right candidate after we're awarded the grant) to September 12th. This will cost roughly \$2000. The training of the rest of the staff will be completed through previously established in-house channels.

SUPPLIES

Describe budget items to be paid with LSTA funds.

N/A

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

The WideTEK 25 scanner is a well-regarded scanner in the industry, and at \$9000 it is at the right price point for us. It is an exceptionally quick scanner as well, at 3 to 4 seconds per page. This will be crucial with the volume we're digitizing. There is FOSS (Free and Open Source Software) that is well regarded that we will use to OCR our newspapers.

OTHER SERVICES & CHARGES

Describe budget items to be paid with LSTA funds.

N/A

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

We have several free channels for disseminating our information and progress, but some important channels will go untapped without some additional funding, such as spots on local television and radio programming. \$200 is enough that, along with existing capital, we will be able to saturate the local media and reach the majority of interested local parties.

CAPITAL OUTLAYS

Describe budget items to be paid with LSTA funds.

N/A

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

N/A

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 statues 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>
Fulton County Public Library	Historic Newspaper Digitization by the Fulton County Public Library	3/14/14
Title of Principal Officer	Signature of Principal Officer	Signature Date <i>(month, day, year)</i>
Reference Assistant		3/14/14

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>				
Part-Time Employee		\$0	\$2,000	\$2,000
<i>Employee Benefits</i>				
		\$0	\$0	\$0
TOTAL PERSONAL SERVICES		\$0	\$2,000	\$2,000
Supplies				
<i>Supplies</i>				
WideTEK 24		\$9,000	\$0	\$9,000
		\$0	\$0	\$0
TOTAL SUPPLIES		\$9,000	\$0	\$9,000
Other Services & Charges				
<i>Professional Services</i>				
		\$0	\$0	\$0
<i>Communication & Transportation</i>				
		\$0	\$0	\$0
<i>Printing & Advertising</i>				
Advertising		\$0	\$200	\$200
<i>Repair & Maintenance</i>				
		\$0	\$0	\$0
TOTAL OTHER SERVICES & CHARGES		\$0	\$200	\$200
Capital Outlays				
<i>Furniture & Equipment</i>				
		\$0	\$0	\$0
<i>Print, AV, Electronic Resources & Collection Materials</i>				
		\$0	\$0	\$0
<i>Software</i>				
		\$0	\$0	\$0
<i>Other Capital Outlays</i>				
		\$0	\$0	\$0
TOTAL CAPITAL OUTLAYS		\$0	\$0	\$0
BUDGET TOTAL		\$9,000	\$2,200	\$11,200

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

LSTA funds may not be used for administrative overhead.

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.
 1. The collection has been created and maintained by the Fulton County Historical Society over the years. Most of these were collected, unbound, and transferred to microfilm in the mid-70s. The authors of the newspaper articles, the designers of the newspapers themselves, and the companies that created these newspapers are extremely varied and uncataloged. The time period ranges from the Rochester Mercury that ran from 1860 to 1862 to the Rochester Republican that ran to the mid-1950s. All of the papers we will digitize are out of print and copyright no longer claimed by any company.
 2. There are approximately 50,000 pages of unbound newsprint to be digitized, as estimated from a paper catalog that was made when they were transferred to microfilm in the mid-70s. There are 49 boxes in a large wooden rack stored in the small library at the Fulton County Historical Society of varying fullness.
 3. There are some collections of the Rochester Sentinel and its former incarnation, the News-Sentinel, housed at the Historical Society, but we do not intend to digitize those to be conscious of copyright concerns. The Rochester Sentinel maintains a small collection online and may still make profit from backorders. In addition, the collection we have access to is bound and printed on high-acid paper, making it extremely fragile. All the papers we intend to digitize are entirely out of business and out of print.

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?
2. Is the material one of a kind or does it supplement existing material already available online?
3. Does the style or physical “artifact” nature of the material provide unique information in and of itself?
 1. These newspapers give a unique view into Fulton County, which has served as a unique crossroads for Indiana, the crossroads state. We are positioned roughly in the center of a triangle with corners of Fort Wayne, Gary, and Indianapolis, and much of our news relates to these cities. There is also local coverage of national issues, as well as some minor photography and portraiture of major figures throughout time. The large number of separate papers gives us a unique set of perspectives.
 2. Selected excerpts from these papers are available online as part of our Tombaugh Collection. However, this is almost exclusively obituaries recorded for genealogical purposes.
 3. Yes, in the sense that our perspective is unique and varied and the newspapers one-of-a-kind, many of them likely the last remaining copy of their issue. There is no other digital record of the day-to-day history of Fulton County.

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.
2. Please indicate which of the following three options your institution will utilize:
3. We will use the State Library's CONTENTdm license, and we have the minimum technology requirements to use the software.
 - a. We will use our own CONTENTdm license.
 - b. We will use a different digital content management software.
 - c. 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.

We will acquire a WideTEK 25 scanner to digitize our newspapers. It is uniquely fast, portable, and non-destructive. We will use the State Library's CONTENTdm license, and we have the minimum technology requirements to use the software.

- i. How will the images be searched (what software will be used)?
 - ii. How will the search results be displayed and/or sorted?
 - iii. How will images be linked and displayed?
 - iv. How will you provide metadata and images for Indiana Memory?
 - i. Primarily we will use Windows Explorer to search the images, and we will use Adobe Acrobat or any web browser's in-page search function to search through the OCR records.
 - ii. The search results will be displayed differently depending on the software used to access the document, but the sorting will almost certainly be by name of paper, then date published, and finally in order of appearance within the document.
 - iii. The images will be displayed in a directory hierarchy similar to the sorting strategy above, namely by name of paper, then by issue, and then sequentially from first page to last. They will be linked hierarchically as such.
 - iv. We will generate this in real time, batch-editing the common categories such as subject and use statement, and then hand-entered as we digitize. The images can be transmitted in a variety of ways, from a shared third-party high-volume server storage to shipping a small external hard-drive containing duplicates of our master TIFF files, or any derivative thereof.
4. Detail your backup and storage strategy.
 5. Detail your digitization project workflow, outlining what will happen when.
 6. Describe any difficulties that might arise in scanning the materials (oversized, bound, fragile, etc.).
 7. Will the digitization be done in house or submitted to a vendor? If using a vendor, how will the vendor be selected?

4. We will store the master TIFF files on local server space, as well as derivative JPEG2000 files for web display. There may be some files maintained for general staff use as well, for promotional or other on-demand services.
5. As mentioned in the grant, we intend to have two workspaces – one “pop-up” style workspace at the Historical Society and one more permanent at the FCPL, space and time permitting. In either case, we will deliver either the scanner to the papers or the papers to the scanner. We will then scan one page at a time until we’ve digitized a whole issue, usually between 4 and 12 pages. We will then apply our OCR software to these pages. We will then attach all needed metadata for that issue in bulk, and store these files on either an external hard-drive or on server space if accessible from our location. We will do this repeatedly until either we have run out of time for that session or completed our digitization project, and then return all materials to their permanent homes.
6. While the papers are fragile, they have been housed in acid-free boxes away from light and extremes of hot and cold, although they are not in fully climate-controlled storage. I can foresee no difficulties beyond managing our time and space, and developing a system for transporting the scanner and the papers, which will take some time and teamwork but is a challenge sure to be surmounted.
7. We are working in-house. We gathered some quotes from various vendors, but they ranged from 75 cents to \$1.00 per page, putting us far outside of our budget constraints. This would have been useful to us to minimize space and logistical concerns, but in purchasing a scanner we remove much of the cost-by-time limitations, since we can continue digitizing without any additional funding, running on local, existing workforce.

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.

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LSTA Indiana Memory Digitization Grant 2014

Guidelines

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.

We will meet state standard metadata requirements, but we have no additional vocabularies or existing metadata policies. We will be working with the Indiana Memory Project to develop useful batch-editing practices and metadata best-practices.

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. The director of the library has experience managing LSTA grants, as he was the recipient of one for our Mobile Digital Media Lab.
- b. We have no experience with metadata creation, but this is a very high priority as we believe that proper metadata is key to a powerful and efficient web presence for Indiana history.
- c. We have only used consumer-grade scanners and have no experience with OCR software.
- d. We have an extensive tech staff, and we are in the midst of revamping our website. He have two full-time staff members with experience administering servers and maintaining websites, and several part time employees who are skilled enough to give quality UX feedback and other miscellaneous web-related services.

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

a. What is your relationship to the partner organization?

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

c. How will decisions be made between partner organizations?

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

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

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

- a. Friendly, but in no way affiliated. We serve many of the same patrons and work together to share resources, but hope that this project will lead to some official relationship.
- b. The project vision is to make the history contained in the Historical Society newspaper collection available to people all over the world before the collection is degraded beyond readability. This vision is shared, but the FCPL has definitely been the engine behind this grant.
- c. Most of the decisions will be made between the directors of our respective organizations, but if there is more advanced negotiation needed we can coordinate our respective administrative boards to make decisions. Both of our organizations are very independent and nimble, and most decisions should be able to be made by staff on the fly.
- d. Yes.
- e. The FCPL will own the scanner, but the images should be made part of the creative commons, as they are public records.
- f. This is forthcoming, and will be delivered as soon as it is drafted.

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.

March 20, 2014

Jennifer Clifton
Library Development Office
Indiana State Library
315 West Ohio Street
Indianapolis, Indiana 46202

Dear Ms Clifton:

I am happy to write a letter of support for the grant Quenton Oakes has submitted to the LSTA Indiana Memory Digitization Grant.

He has thoroughly examined our collection and researched all available digitization options, and we are confident that he has the utmost care of our collection at the front of his mind. His decision to purchase a scanner to digitize the papers locally is beneficial to minimize the movement required for our papers. He has made it clear that he will consult my organization before making any decisions regarding our papers.

In conclusion, I fully support Quenton's grant application to digitize our historic newspapers.

Sincerely,

 , Museum Director

Melinda Clinger