

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	Clark County Visual History Project		
Organization	Jeffersonville Township Public Library		
Full Mailing Address	211 E. Court Avenue, P. O. Box 1548, Jeffersonville, IN 47130		
Web Address	http://www.jefflibrary.org		
Organization Director	Libby Pollard	E-mail Address	lpollard@jefflibrary.org
Telephone Number	(812) 285-5633	Fax Number	(812) 285-5639
Project Director <i>contact for grant purposes</i>	Allison Fredrickson	E-mail Address	afredrickson@jefflibrary.org
Telephone Number	(812) 285-5641	Fax Number	(812) 285-5639
Fiscal Agent <i>responsible for fiscal reporting</i>	Barbara Gillenwater	E-mail Address	bgillenwater@jefflibrary.org
Telephone Number	(812) 285-5632	Fax Number	(812) 285-5639
Federal Congressional District(s)	9	County	Clark
Estimated Number of People Served by Project During Grant Period	111,951	LSTA Amount Requested	\$4,899
Source of this Number <i>US Census, library circulation records, etc.</i>	U.S. Census estimate for Clark County, 2012	Amount of Cash Match	\$600
FEIN Number/Tax ID Number	356001711	Total Cost of Project	\$5,499
Federal DUNS Number <i>If unsure of this number, call 1-866-705-5711</i>	086198314		

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)		Seniors (65+)		Urban Populations
	Children (6-12)		People with Special Needs		Institutionalized Persons
x	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 Jeffersonville Township Public Library will partner with River Valley Middle School to digitize a collection of approximately 1500 35mm slides detailing the history of Clark County, Indiana from the Revolutionary War through the mid-twentieth century. These slides are organized into seven slideshow programs and include historic photographs, postcards, maps, newspaper clippings, and selections from books. Students at River Valley will analyze some of these slides in order to develop their visual literacy skills, which are defined by the Association of College and Research Libraries as “a set of abilities that enables an individual to effectively find, interpret, evaluate, use, and create images and visual media.” All of the slides will be uploaded into the Indiana Memory Project along with the students' analysis pages, which will be linked to the digital image of the slide analyzed. The original slides and student papers will be rehoused into proper archival storage containers.

PART II. NEEDS STATEMENT

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

The Clark County Visual History Project will address three needs through one project. The first is the need for the Jeffersonville Township Public Library to expand its services to researchers by providing more resources online where users are more likely to begin their research. Currently the Library has no digital collections available online, either on its own website or through a collaborative project like Indiana Memory. During reference interviews patrons have often mentioned the desire for the library to provide more of its content online; and for a year between spring 2012 and winter 2013 the library conducted a non-user survey through the Applied Research and Education Center at Indiana University Southeast which found that 32% of non-users listed “digitized local history materials available online” through the library as a potential service they would be interested in. Creating a digitized local history collection will provide greater resources to researchers as well as encourage non-users to use the library's collections.

The second need is to raise awareness of and improve access to a local history collection that is currently difficult to access. In the early 1980's, a reference librarian at the Jeffersonville Township Public Library created a series of 7 slideshow programs on the history of Clark County. The subjects covered the late eighteenth century through the first half of the twentieth century and included content from a variety of sources, primarily photographs and postcards but also maps, newspaper clippings, and books. These programs were available for circulation and included a carousel of slides, an audio cassette of narration for the show, and a booklet of the script of the narration. While slides were a popular medium for much of the previous century, they have since been superseded by digital technologies such as Power Point. As the use of home slide projectors became less common these slide collections were withdrawn from circulation but remain in the library's reference office.

Because this collection is not cataloged, researchers are unaware of its existence. The images themselves and the descriptive content provided by the scripts are both excellent historical resources but are virtually inaccessible because of the outdated technology required to access them. The library currently owns a slide projector but it is in poor condition and unreliable. There is no dedicated space for use of a slide projector so if a patron were to want to borrow it, they would have to reserve space in a meeting room ahead of time or find a suitable alternative. Digitizing this collection will make it easily accessible to a much broader audience.

The third need is for K-12 students to be able to meet the standards set in the American Association of School Librarians' (AASL) Standards for the 21st-Century Learner. Eden Kuhlenschmidt is the School Media Specialist at River Valley Middle School and to ensure her students are able to meet these standards, she seeks to create situations in which students have to think critically, build their own knowledge, provide opportunities to help others learn, and opportunities to share knowledge and participate ethically and productively as members of our democratic society. Digitizing this collection and collaborating with Ms. Kuhlenschmidt will give the students an opportunity to develop these skills through a service learning project that has real world applications and will foster a bond between students and their public library.

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.

This project will address Goal #1: Information Access. By completing this project, the Library will eliminate a barrier to access to an important but underutilized collection of local history resources. Researchers locally and internationally will be able to access the images from anywhere they have an internet connection and will not be limited to being physically present at the library.

The Library will accomplish this through Objective 2: "Explore and implement methods to encourage collaboration and partnerships with other agencies and community-based organizations to expand access to digital collections."

The Library will partner with River Valley Middle School to digitize our slide collection and make it available online for free public access. Eden Kuhlenschmidt, School Media Specialist at River Valley, will digitize the slides and select a subset to have her students analyze in order to improve their visual literacy skills. The resulting analyses will be included in the Project as scanned images and supplemental metadata for the slides they analyze. This partnership will expand access to this collection by making it available online and provide a greater awareness of the Indiana Memory Project in K-12 schools, as well as provide a foundation for further partnerships in the future.

PART III. OBJECTIVES, ACTIVITIES, & EVALUATION

OBJECTIVES

Describe the overall objectives of your project.

Objective 1: Improve access to the Library's collection of 35mm slides for all researchers.

Currently the slides are stored on carousels and so the researcher must either play the show using a slide projector or remove the slides individually in order to view the contents. Most of the slides are not labeled individually and while scripts to accompany the programs exist, they generally do not identify the slide subject specifically. This project will scan the images and make them available online, eliminating the need for outdated technologies and time-consuming viewing procedures. It will also include the script information about each slide in the descriptive metadata, where available, to provide more context for the images. By digitizing the collection the Library will also be placing more historical resources online, which is where most researchers begin their searches.

Objective 2: Improve the visual literacy skills of River Valley Middle School students

The lesson plans developed by Eden Kuhlenschmidt will help her students at River Valley Middle School improve their critical thinking and analysis skills as it relates to visual literacy. By participating in this service learning project, these students will be completing assignments with real world applications rather than a "practice" assignment which teaches skills but lacks this context. Such an application will help these students develop ties with their local public library that will extend beyond their K-12 years.

Objective 3: Preserve the original slides

After the slides have been digitized, they will be transferred to proper archival storage. The digitized copies online will become the main access copies for the collection and the originals will be accessed only when necessary.

ACTIVITIES

Describe all project activities in detail.

Hiring Digitization Technician:

Once funding is secured, the Jeffersonville Township Public Library will create a part-time temporary position of Digitization Technician for the duration of the project, not to extend past April 30, 2015. The position will work 10 hours per week at a rate of \$8 an hour. The Library has already agreed to hire Eden Kuhlenschmidt for this position.

Selection of Slides:

The Jeffersonville Township Public Library's slide collection contains approximately 2300 35mm slides organized into 7 programs on Clark County history. However, many of those are duplicates of programs that were created so that the Library would have multiple copies available for circulation, so there are only approximately 1500 unique images. Of these images, some may have copyright concerns such as being photographs of images from books in copyright or of photos borrowed from another institution. These issues are discussed in greater detail in Appendix A. Staff will use a slide projector, if a working one can be found, or a lightbox to determine which slides are not copyright-protected and which of the duplicates are in the best condition and should be used for the master scanned copy.

Image and Metadata Preparation:

The slides are not currently cataloged so the Project Manager will create an organizational structure and file-naming system to be used for the scanning process and rehousing in archival storage. The Project Manager will also design and document a digitization workflow once appropriate materials have been received. The Project Manager will design a metadata spreadsheet to be used by Digitization Technician, including an authority file of local subject headings to be used in conjunction with the Library of Congress Subject Headings.

Scanning of Slides:

Using the laptop and slide scanner provided by the Indiana State Library, the Digitization Technician will create TIFF master images

with 3000 to 5000 pixels along the long edge, usually between 2400 and 2700 ppi in 24 bit color. This information, along with the date the scan was created, will be recorded in the metadata spreadsheet for the technical metadata requirements of the project. Access files will then be created with 600 pixels along the long edge at 150 ppi in 24 bit color, as well as thumbnails with 150-200 pixels along the long edge at 96 ppi in 24 bit color. These files will be backed up to external hard drives at the end of the day after each digitization session. The Digitization Technician will keep a log of which images and how many were scanned during each session.

Metadata Compilation:

As the scanning is being conducted, the Digitization Technician will fill in the appropriate fields in the metadata spreadsheet using the Dublin Core fields specified by the Indiana State Library metadata guidelines, including the technical metadata mentioned above. The Digitization Technician will add local subject headings to the authority file as necessary. The Project Manager will review metadata once a week.

Transfer Slides to Archival Storage:

After each carousel or tray is digitized, the slides will be transferred to newly purchased archival storage sleeves which will be placed into archival boxes with 3 ring attachments. The sleeves and boxes will be labeled according to the scheme created earlier and will be transferred to the archival storage area in the Library.

Printing Copies of Slides:

The Digitization Technician will determine which slides will be of best use for building visual literacy skills in her students. She will use photo editing software to make any enhancements necessary so that the printed copy is as clean and clear as possible, then print these images onto photo paper to be used by students while the collection is not online. This will also provide additional preservation access copies of the images that will be stored in the Indiana Room of the Library along with the current historic photograph collection.

Make Preservation Storage Copies:

At the recommendation of the Library's Systems Administrator, once master TIFF files have been created, these images will be burned onto M-DISCs for permanent storage using an external optical drive purchased for this purpose. M-DISCs use different dyes than normal DVDs or Blu-Ray and have a life expectancy of 100 years or more; they are the optical media equivalent of etching something into stone, so they are the preferred optical media for long term storage. Discs hold approximately 4.7 GB of data so as many master files as possible will be placed on the disc. Finished discs will be transferred to archival storage.

Conduct Visual Literacy Classes:

Eden Kuhlenschmidt, in her capacity as School Media Specialist, will conduct visual literacy lessons for her students at River Valley Middle School throughout the duration of the project. These classes will be on either a semester or quarter schedule depending on the schedule set by the school system. In these classes she will use the printed copies of the slides to have students analyze according to her 4 step visual literacy process: (1) a Facebook-style gut reaction of liking or disliking an image; (2) evaluating the image to sort it into categories; (3) deconstructing the image to be able to view it from multiple perspectives; and (4) combining the previous skills to go beyond deconstruction and be able to create stories about the image and how that story fits within the history of their community. The students will complete visual analysis pages, which will be graded by Eden Kuhlenschmidt. The grades will not be included in the Indiana Memory Project.

Scan Analysis Pages:

While in her capacity as School Media Specialist, Eden Kuhlenschmidt will have the parents of her students sign release forms so that the library has permission to use the students' names when digitizing the pages; if no release is signed, the names will be redacted before scanning. In her capacity as Digitization Technician, Eden Kuhlenschmidt will scan the analysis pages using a flatbed scanner at the Library and run through an OCR software purchased with grant funding.

Upload to Indiana Memory:

When all of the slides identified as acceptable for digitization for a particular program are digitized, those access images will be uploaded to the Indiana Memory Project along with any associated student analysis pages. The metadata created for those images will be exported as a CSV file and uploaded along with the images.

Host Programs on Collections:

Once at least half of the programs have been uploaded to Indiana Memory, the Project Manager will host a program at the Library about local history using those programs, demonstrating how to use the collection and discussing what is yet to come. The Project Manager will conduct a survey of those who attended the program to determine midpoint success.

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

Project Manager - Allison Fredrickson, Genealogy and Local History Librarian:

Fredrickson will be responsible for selection of slides with the assistance of the Digitization Technician and other Library staff. She will create the metadata worksheet, the controlled vocabulary to be used for metadata creation, and the scanning workflow as well as any other necessary documentation. She will transfer the slides into new archival storage. She will generate project publicity by carrying out the communication plan.

Digitization Technician - Eden Kuhlenschmidt, School Media Specialist, River Valley Middle School:

In her capacity as Digitization Technician for this Project, Kuhlenschmidt will create the digital master images, access derivative images, and related metadata. In her capacity as School Media Specialist at River Valley Middle School, she will select, edit, and print photos for use in her visual literacy lessons. She is the partner at River Valley Middle School and will help strengthen the students' ties to the public library.

Technical Support - Tim Bohannon, Systems Administrator:

Bohannon will assist in setting up the slide scanner and external optical drive, as well as help deal with any other technical issues that may arise.

Fiscal Agent - Barbara Gillenwater, Business Manager:

Gillenwater will be responsible for accounting and financial reporting for the grant.

Debbie Beckham, Executive Assitant:

Beckham will coordinate with other business office staff to create the temporary position of Digitization Technician.

Reference Staff:

Becky Kelien, Sharon Zimmerman, and Laura Conner are all other members of the Reference Department who will be able to help with the selection of slides for inclusion in the project.

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?

The Project Manager will contact the News and Tribune, the local newspaper that covers Clark and Floyd counties, as the project progresses and there are collections added to Indiana Memory that the Library can use as the basis for an article or series of articles. At this point the Project Manager will give talks or programs to local cultural heritage organizations such as the Clarksville Historical Society and the Southern Indiana Genealogical Society using collections targeted for their particular interests.

Once a series of analysis pages have been uploaded to Indiana Memory, the Project Manager will arrange to come to the visual literacy class at River Valley Middle School and show the students what their assignments will look like once they have been digitized.

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

After at least half of the programs have been added to Indiana Memory, the Project Manager will begin posting links to the collections on the Library's social media accounts such as Facebook and Pinterest. This will allow the Library to reach a wider audience and invite participation by asking users to help identify unknown people or places in the images.

When the project is complete, the Project Manager will collaborate with the Digitization Technician to write articles to submit to the newsletters or journals of professional societies such as the Society of Indiana Archivists, the Indiana Library Federation, and the Public Library Association.

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

Yes. The Project Manager and the Digitization Technician will collaborate to create sample lesson plans based on our experiences with the project to upload into the American Association of School Librarians' Information Standards Lesson Plan Database so that other schools might use these plans to create a similar project. They will also share these plans with schools locally in the Greater Clark County Schools, West Clark Community Schools, and Clarksville Community Schools Corporation districts.

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

New temporary project staff hired with grant funding
Technology such as external hard drives, M-DISCs, etc. purchased with grant funding
Technology loaned from the Indiana State Library
Archival materials purchased with grant funding
Partnership with River Valley Middle School
Skills and time of staff involved with the project

OUTPUTS

Approximately 1500 slides scanned and associated metadata created
Analysis pages from 40-80 students at River Valley Middle School for 200-400 images
Slide collection available freely online through the Indiana Memory Project

OUTCOMES

Clark County residents and researchers worldwide gain greater access to local history materials
River Valley Middle School students are able to make connections between pictures and the modern world

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).

Because of the nature of the project and the fact that there will not be much online until everything has been scanned and submitted, only the portion that involves the students will be evaluated before the project is complete. The students will analyze 5 slides each and Eden Kuhlenschmidt will grade them on how many steps of visual analysis they complete. Once all of the scanned images and metadata have been uploaded to Indiana Memory, surveys will be placed on the Library's website and given to attendees at programs using the new collection. Longterm evaluation will be based on the number of hits to the Library's website/clicks of a link to Indiana Memory through the Library's website and the number of questions Library staff receive regarding the collection.

EVALUATION INDICATORS

The quantity of slides scanned and made available on Indiana Memory
The number of people who talk to Library staff about the project
At least 75% of respondents to surveys conducted on the Library website and after programs focusing on the collection say the collection is useful and provides improved access to information about Clark County's history
At least 75% of River Valley students in the visual literacy class are able to successfully complete the first three steps of visual analysis: like/dislike, sorting, and deconstruction

EVALUATION METHODS

Digitization log will measure number of slides scanned
Log of questions received about the collection will measure public interest and awareness
Surveys given to attendees of programs about/utilizing the collection and surveys on the library's website will measure researchers' views on the usefulness of the project and whether they will continue to use it. Surveys will also include questions on whether attendee/user has used the library in the last 12 months.
Analysis pages generated by students will be used to determine how many steps of visual analysis they have learned.

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")
Create new temporary position of Digitization Technician	Debbie Beckham	June 2014
Evaluate and select slides to digitize	Allison Fredrickson and Library Staff	May 2014
Compile authority file of local subject terms	Allison Fredrickson	May 2014
Create digitization guidelines and workflow	Allison Fredrickson	May 2014
Purchase technology for backups and permanent storage	Allison Fredrickson	June 2014
Digitization of slides	Eden Kuhlenschmidt	Ongoing - June 2014 to April 2015
Cataloging and metadata preparation	Eden Kuhlenschmidt, Allison Fredrickson	Ongoing - June 2014 to April 2015
Upload images and metadata to Indiana Memory	Allison Fredrickson	Ongoing through April 2015
Master digital copies burned to M-DISC and transferred to storage	Allison Fredrickson, Tim Bohannon	Ongoing through April 2015
Original slides transferred to archival-quality storage containers	Allison Fredrickson	Ongoing through April 2015
Conduct visual literacy lessons at River Valley Middle School	Eden Kuhlenschmidt	Ongoing on quarterly basis through June 2015
Obtain releases from parents to use student analysis pages for project	Eden Kuhlenschmidt	Ongoing on quarterly basis through June 2015
Scan analysis pages and run through OCR	Eden Kuhlenschmidt	Ongoing through April 2015
Upload analysis pages to Indiana Memory and link with slide analyzed	Allison Fredrickson	Ongoing through April 2015

COMMUNICATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
Write and send press releases to newspapers about start of project	Allison Fredrickson	May 2014
Write newsletter submissions for state and national professional organizations	Allison Fredrickson	May-June 2015
Present programs to local cultural organizations about the project	Allison Fredrickson	March-June 2015
Write and send press releases about grant completion/accomplishments to local newspapers	Allison Fredrickson	June 2015

EVALUATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
Create and tabulate surveys	Allison Fredrickson	May-June 2015
Keep log of slides scanned	Eden Kuhlenschmidt	Ongoing through April 2015
Keep log of questions asked about collection	Library Staff	Ongoing
Grade student analysis pages	Eden Kuhlenschmidt	Ongoing through June 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.

Once the slides in this collection have been digitized, the community will have greater access to them and the Project Manager will continue to provide programs utilizing the digital collection at the Library and at other organizations as appropriate. If the visual literacy lessons prove to be successful, Eden Kuhlenschmidt will continue to teach classes using the digitized slides and will continue to donate the students analysis pages to the Library, where they will be digitized and added to Indiana Memory using the same technologies and procedures established during the grant.

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.

Digitization Technician - new part-time staff: \$3,440

The Library will create a new part-time position of Digitization Technician specifically for this project. The position will be for 10 hours a week at a rate of \$8 an hour for a maximum total of 43 weeks, assuming beginning the last week of June 2014 and ending the week of April 30, 2015. This person will be responsible for digitizing the slides and creating the metadata, in addition to managing the visual literacy component of the project.

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

Project Manager - current full-time staff: \$600

This person is already a full-time employee of the Library and will be responsible for managing the project from start to finish. Her salary for a minimum of 30 hours dedicated specifically to this project will be considered an in-kind contribution.

SUPPLIES

Describe budget items to be paid with LSTA funds.

Mylar sleeves for archival storage of slides - \$68

These will be used for proper archival storage of the original slides. They will be purchased from archival retailer TalasOnline.com in 2 packs of 100 sleeves, with each individual sleeve holding 20 slides.

Archival binders for holding Mylar sleeves - \$108

These will be used for proper archival storage of the original slides. 8 binders will be purchased from archival retailer TalasOnline.com with 1-inch binder rings to hold all of the Mylar sleeves and still keep the slides organized by program.

Photo paper - \$45

This will be used to print out copies of slides that have been edited to enhance color, brightness, and so forth for clarity. They will be used by the students at River Valley Middle School while the slides are being digitized/waiting to be uploaded to Indiana Memory and to provide a print backup for images analyzed by the students. The price was obtained from a box of 100 sheets of glossy photo paper by Kodak on Amazon.com for \$14.99 each, with 3 total boxes.

Ink for photo printer - \$179

This will also be used for printing copies of slides for River Valley Middle School students. The price was obtained from Amazon.com for a set of black and color ink cartridges (HP 564 XL Black, 564 Color) totaling \$59.65 each, with 3 total sets.

Mylar sleeves for archival photo storage - \$86

These will be used to safely store and preserve the photo copies printed for student use. The price was obtained from Amazon.com for a box of 200 sleeves by Avery at \$42.99 each, with 2 total boxes.

3-ring binders for storing photo sleeves - \$59

These will be used to store the photos contained in the Mylar sleeves. The binders will be located in the Indiana Room next to the current collection of historical photographs and will be easily accessible by researchers. The price was obtained from Amazon.com for a single Wilson-Jones 3-inch 3-ring binder at \$14.74 each, with 4 total binders.

Blank M-DISCs for permanent storage of master images - \$215

These will be used to permanently store the master TIFF image files created during the digitization project. M-DISCs are a much more stable format than CDs, DVDs, or Blu-Ray and have a life expectancy of over 100 years, so were the recommendation of our Systems Administrator for a storage solution. The price was obtained from Amazon.com for a pack of 50 M-DISCs at \$215.

Jewel cases to store M-DISCs - \$18

These will be used to store the M-DISCs containing the master TIFF files. They will be stored in a cool, dark room, either with the rest of the archival materials or with the server. The price was obtained from Amazon.com for a pack of 50 jewel cases at \$17.99.

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

N/A

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).

N/A

CAPITAL OUTLAYS

Describe budget items to be paid with LSTA funds.

FURNITURE AND EQUIPMENT

External DVD burner capable of writing to M-DISCs - \$51

This will be used to transfer the master TIFF files to the M-DISCs. A standard optical drive that burns DVDs and CDs is not capable of writing to an M-DISC so a separate drive with that capability is necessary. The price was obtained from Amazon.com for an LG Ultra-Slim portable external M-DISC compatible optical drive for \$51.

External hard drives for backups during digitization - \$360

These will be used to store backups of the master and access image files created during the digitization process. After every digitization session the images will be backed up to both hard drives. The price was obtained from Amazon.com for 1 Seagate external hard drive with 2 terabytes of space at \$179.99 each, with 2 total drives.

SOFTWARE

Adobe Photoshop Elements for editing images to print - \$100

This will be used to edit and retouch slides that will be printed out. While none of the master images or the access copies will be edited in order to provide as accurate a reproduction of the original as possible, often these images are damaged or faded and need to be retouched for print projects. Because the print photos will be used for educational assignments, the Library intends to purchase this software to make sure the print copies are of excellent quality. The price was obtained from the official Adobe.com

website for Adobe Photoshop Elements 12.

ABBYY FineReader - software for Optical Character Recognition to use on analysis page scans - \$170

This will be used to provide fully searchable images of the analysis pages created by the visual literacy students at River Valley Middle School. Only a select number of categories of information provided by the students in these pages will be transcribed and added as metadata for the slide they analyzed, so this software will make all of the information on their page full text searchable. The price was obtained from the official ABBYY.com website for ABBYY FineReader 12 Professional.

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 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 (month, day, year)
Jeffersonville Township Public Library	Clark County Visual History Project	3/10/2014
Title of Principal Officer	Signature of Principal Officer	Signature Date (month, day, year)

Library Director		3/10/2014
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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>				
Digitization Technician - new part-time project staff	\$8/hour, 10 hours/week, 43 weeks	\$3,440	\$0	\$3,440
Project Manager - current full-time staff	\$20/hour, 30 hours	\$0	\$600	\$600
<i>Employee Benefits</i>				
TOTAL PERSONAL SERVICES		\$3,440	\$600	\$4,040
Supplies				
<i>Supplies</i>				
Mylar sleeves for archival storage of slides	TalasOnline.com; (2) packs of 100 at \$33.75 each	\$68	\$0	\$68
Archival binders for holding Mylar sleeves	TalasOnline.com; (8) binders at \$13.45 each	\$108	\$0	\$108
Photo paper	Amazon.com; (3) boxes of 100 at \$14.99 each	\$45	\$0	\$45
Ink for photo printer	Amazon.com; (3) packs at \$59.65 each	\$179	\$0	\$179
Mylar sleeves for archival photo storage	Amazon.com; (2) packs of 200 at \$42.99 each	\$86	\$0	\$86
3-ring binders for storing photo sleeves	Amazon.com; (4) at \$14.74 each	\$59	\$0	\$59
Blank M-DISCs for permanent storage of master images	Amazon.com; (1) pack of 50	\$215	\$0	\$215
Jewel cases to store M-DISCs	Amazon.com; (1) pack of 50	\$18	\$0	\$18
TOTAL SUPPLIES		\$778	\$0	\$778
Other Services & Charges				
<i>Professional Services</i>				
<i>Communication & Transportation</i>				
<i>Printing & Advertising</i>				
<i>Repair & Maintenance</i>				
TOTAL OTHER SERVICES & CHARGES				
Capital Outlays				
<i>Furniture & Equipment</i>				

External DVD burner capable of writing to M-DISCs	Amazon.com	\$51	\$0	\$51
External hard drives for backups during digitization	Amazon.com; (2) 2 TB at \$179.99 each	\$360	\$0	\$360
<i>Print, AV, Electronic Resources & Collection Materials</i>				
<i>Software</i>				
Adobe Photoshop Elements for editing images to print	Adobe.com - Adobe Photoshop Elements 12	\$100	\$0	\$100
ABBYY FineReader - software for Optical Character Recognition to use on analysis page scans	ABBYY.com - FineReader 12 Professional	\$170	\$0	\$170
<i>Other Capital Outlays</i>				
TOTAL CAPITAL OUTLAYS		\$681	\$0	\$681
BUDGET TOTAL		\$4,899	\$600	\$5,499
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 materials to be digitized, including copyright status of the items

1. Include information about the collection creator, time period, and types of materials.

In the early 1980s Stephen Day, a reference librarian at the Jeffersonville Township Public Library, created a series of seven slideshow programs on Clark County History. The first three were a chronological history beginning in 1778 with Colonel George Rogers Clark's expedition and going up through 1930. The other four focus on specific subjects such as steamboats, the recreational resort on Rose Island, historic buildings in Clark County, and the 1937 flood. All are 35mm slides of photographs, postcards, maps, newspaper clippings, and materials from books relating to the history of Jeffersonville and Clark County. Some of the photographs are historic photographs taken in the late 1800s and early 1900s, whereas others were taken by Library staff in the late 1970s and early 1980s specifically for the slideshow programs.

2. How many objects, images, books, pages, etc. will be digitized by the completion of the grant?

There are a total of 2334 slides in the collection. However, many of these are duplicates of the same program that were created so that multiple copies of the program might be available for patron use. One collection contains images from the Metropolitan Museum of Art and was most likely donated to the library but the library does not own the copyright to those images and so will not be digitizing it. At the end of the grant there will be roughly 1500 slides digitized, allowing the library to scan from the best quality of the slides while not creating duplicate digital images.

3. Discuss the copyright status of this collection

All of the programs were created by a reference librarian at the Jeffersonville Township Public Library, so the programs and corresponding descriptive material as a unit belong to the library. However, some of the programs include images that were borrowed from other organizations such as the University of Louisville's photograph archive, or were copied from books that may or may not be in the public domain. The Digitization Technician and Project Manager will evaluate the slides prior to digitizing to determine if any are obviously taken from published sources that are not in the public domain or if they have any identifying information as to the original owner (such as the University of Louisville). Images identified as such will not be included in the digitization project but will still be rehoused with the rest of the collection in proper archival storage materials.

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?

The slideshows were put together for an informative program series on Clark County History. The first three programs provide a chronological history of Clark County, from 1778 to 1930. The first

program was titled “From Indians to Hoosiers, 1778 – 1865” and so covers the history of south eastern Indiana from the Revolutionary to the Civil War: beginning with Colonel George Rogers Clark and the establishment of Clarksville, the first American settlement in the old northwest territory; to Jeffersonville’s role in the Civil War through the establishment of the Quartermaster Depot, Camp Joe Holt, and Jeffersonville General Hospital. The second in this series covers 1865 to 1897 and subjects range from developments in transportation such as the expansion of railroads, including construction of railroad bridges across the Ohio River, to the devastating floods of 1883 and 1884. It was in this period that the county seat of Clark County moved from Charlestown to Jeffersonville in 1878 and the program includes newspaper articles and photographs documenting the heated debate over this removal. The third in this series documents Clark County from 1897 to 1930 ranging from more changes in transportation to changes in fashion and education.

The other four programs in the series concentrate on specific elements in Clark County history, all of which heavily emphasize the city and county’s river culture. One focuses on the steamboat industry, which was a major economic factor in much of Jeffersonville’s history through the establishment of the Howard Shipyards and other similar businesses. Another focuses on Rose Island, a resort located on the Ohio River near Charlestown, Indiana that was a popular recreational destination for most of the early twentieth century before it was destroyed in the 1937 flood. The third program focuses exclusively on this 1937 flood and the devastation it wreaked on the Falls Cities, particularly Jeffersonville and New Albany. This program was also converted into a DVD. The last program focuses on historic buildings and structures in Clark County and contains many of the slides featured in the earlier programs on the county’s history.

These slide collections are organized to provide a narrative description of the county’s history, the earliest of which predates Indiana’s statehood. By digitizing these programs and making them freely accessible online the Library will be providing a wealth of information on some of the earliest population centers in the state, which will complement the increased research interest by users in the state and nationwide inspired by the state Bicentennial.

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

As discussed earlier, some of the materials are unique photographs taken by Library staff while others are copies of material originally published in other works, such as county histories. All of the materials will complement the collections already digitized by the Charlestown-Clark County Public Library.

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

While the physical nature of the slides do not provide unique information themselves, the slideshow style and structure does present the collections as cohesive narratives when the script information is also taken into account. This would be included in the metadata description of the slides and the slides would be arranged in collections in the order they appeared in the original program.

Part 3: Technical Plan

1. What hardware or software will be used? Please note: ISL will provide access to the CONTENTdm statewide license at no cost.

Hardware:

- Slide Scanner: The Library will borrow a slide scanner and laptop from the Indiana State Library for the purposes of digitizing the slides.
- External Optical Drive: The Library will purchase an external optical drive capable of writing to M-DISCs for creating long term preservation storage copies on M-DISC.
- External Hard Drives: The Library will purchase two 2TB external hard drives for the purposes of storing backups created during the digitization process.
- Server: The Library will store images on a library specific server already in use at the Library.
- Flatbed Scanner: The Library has several flatbed scanner options and will use the best quality available to scan analysis pages.
- Photo Printer: Eden Kuhlenschmidt donated an HP PhotoSmart printer for the purposes of printing copies of slides to use in her classes while digitization is underway.

Software:

- Adobe Photoshop Elements: This software will be used only to retouch copies of the digitized slides that will be printed out on photo paper so the students will have a cleaner copy to analyze while digitization is underway.
- ABBYY FineReader 12 Professional: This software will be used to make the analysis pages produced by the students full-text searchable for inclusion in the Indiana Memory project.

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

A. We will use the State Library's CONTENTdm license.

3. Detail your backup and storage strategy

Daily backups will be done to two external hard drives as well as to a server in the Library while digitization work is occurring. Permanent storage will be on M-DISCs, which have a life expectancy of over 100 years and so are a preferable preservation storage format. Access images and thumbnails will be stored on external hard drives and on library servers. The Project Manager will monitor trends in digital preservation best practices and when better storage solutions or formats are recommended will take appropriate actions to migrate to a new format.

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

- a. The Project Manager, Digitization Technician, and other Library reference staff will analyze and select the best copies of slides available to digitize from. They will determine if copyright issues exist which would prevent the Library from digitizing any items in a given program and thus choose which slides to scan.

- b. The Digitization Technician will scan slides for 10 hours per week according to guidelines provided by the State Library and adapted by the Project Manager.
- c. As she performs the scanning, the Digitization Technician will fill in an entry in a metadata spreadsheet for each image, including the technical metadata. She will also keep a scanning log of how many images were scanned in that shift, which images they were, and from what program.
- d. At the end of each digitization shift, the Project Manager will run a backup of all images created that day to two external hard drives.
- e. The Project Manager will review the metadata created every week to ensure standards are being met.
- f. When a complete slideshow has been digitized and metadata has been prepared, the access images and metadata will be uploaded to the Indiana Memory Project.
- g. The Digitization Technician will conduct visual literacy lessons at River Valley Middle School on a quarterly basis in her capacity as the School Media Specialist. She will ensure release forms are obtained from parents in order to include students' names on their digitized analysis pages. Once the lessons are complete and release forms secured, she will digitize the analysis pages and run them through OCR software.
- h. The Project Manager will upload the finished analysis pages to Indiana Memory and attach them to their corresponding slide.
- i. All slides will be digitized prior to April 30, 2015.

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

All of the slides seem to be in relatively stable condition, so the only foreseeable difficulties would most likely be due to a learning curve for the technologies to be used, such as the slide scanner.

6. Will the digitization be done in house or submitted to a vendor? If vendor, how will the vendor be selected?

The digitization will be done in house. The Library will hire a Digitization Technician who will do the scanning and metadata preparation, which will be overseen by the Project Manager.

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.*

All metadata will be created by the Digitization Technician during the slide scanning process. The project will use the standard Dublin Core elements as required by the State Library's metadata guidelines and will also use fields from DCTERMS such as "isPartOf" to denote a slide's inclusion in a particular program. Subject terms will be provided by the Library of Congress Subject

Headings with a supplemental local authority file for local and regional subjects not included in LCSH. These local subject terms will follow LCSH format.

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
Allison Fredrickson, Genealogy and Local History Librarian – will manage the project planning, evaluation, and supervision of project staff. She holds two masters degrees in Library and Information Science and has created small-scale digitization projects in the past. She will use this experience to lead the project.
- b. Metadata creation
Allison Fredrickson – specialized in Digital Libraries in her Information Science degree and took in-depth courses in metadata creation and indexing, including work with Dublin Core and MODS.
- c. Scanning software and equipment
Tim Bohannon, Systems Administrator – has been employed at the Library since 2005 and manages all of the Library’s hardware in addition to the networked systems.
- d. Website development
Allison Fredrickson – has over a decade of web design experience on personal and professional platforms. She will work with other Library staff to create a page for the Indiana Room on the Library’s website in order to publicize and promote links to the Indiana Memory collection.

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

- a. What is your relationship to the partner organization?
The Jeffersonville Township Public Library is the public library that serves the community in which River Valley Middle School is located. Eden Kuhlenschmidt, the School Media Specialist at River Valley, has been a long time volunteer at the Jeffersonville library and came up with the idea of using the slide images in her visual literacy classes.
- b. What is the project vision, and is it shared?
There are two components of our project vision. The first is to make this collection of visual resources about the history of Clark County available freely online to all researchers, with a particular emphasis on K-12 students. The second is that by learning more about their local community as they learn visual literacy skills, these students will develop a relationship with

their public library that extends beyond their K-12 years. Both organizations share this vision.

- c. How will decisions be made between partner organizations?
Technical decisions regarding the digitization process, metadata, and related issues will be discussed together but will be the purview of the Library. Any issues relating to the lesson plans or analysis pages for the River Valley Middle School component of the project will be the purview of Eden Kuhlenschmidt as representative of River Valley.
- d. Is the partner organization aware that materials will be made available on the internet?
Yes, they are. The Library has also created a release form for parents of students participating in the visual literacy class to sign that agrees to allow the students' names to be included when the analysis page is scanned and uploaded to Indiana Memory.
- e. Indicate who will own any equipment purchased with grant funds and the rights to the digital images created by this grant.
All equipment and digital image rights will be owned by the Jeffersonville Township Public Library.
- 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 for review will not contain more than five (5) additional pages.

River Valley Middle School
2220 Veterans Parkway
Jeffersonville, IN 47130

March 2, 2014

To whom it may concern,

As the School Library Media Specialist of River Valley Middle School I am excited about the involvement of myself and my students in the Clark County Visual History Project to digitize the history slide collection of the public library. As I work with and teach both my Media Aides and other students, I am constantly looking for ways to improve their visual literacy abilities.

This local history based approach will engage students in learning basic techniques beyond the Facebook like/dislike method of analyzing pictures. Students will learn different methods of sorting pictures, deconstructing the elements of the picture, and building personal ties as they analyze pictures taken locally.

One of the challenges of working with middle school students is helping them to develop knowledge of the world outside their own small circle of friends. Through this project we hope to develop ties between the students and their local public library and the community at large through this service learning project. They will be helping the development of information about individual pictures that will be used in the metadata involved in posting the slides virtually. In addition, we are asking students to identify tags, differing from traditional subject headings, that would be useful in cloud searching for online researchers.

This is a project that will last far beyond the time spent with this next group of students. In a test run of the activity, students have already learned of family ties to William Henry Harrison, the history of the Boy Scout store site, and that a home depicted in a 1904 picture is being moved for the new bridges project. They have shared this information with their parents and relatives who are now all waiting eagerly to see their son/daughter's picture and analysis on the digital display that will be part of the Indiana Memory Project.

Sincerely,

Eden Kuhlenschmidt
School Library Media Specialist