**CONTENTdm APPLICATION**

Indiana Memory

The Indiana State Library is offering the use of its CONTENTdm software and server space to Indiana libraries and their partnering organizations to assist in adding their unique historical materials to Indiana Memory. Applicants must agree to follow national standards for image creation and metadata tagging as approved by the Indiana Digital Initiatives Governance Board along with their guidelines for collection development. These documents are posted at: http://www.in.gov/library/indianamemory.htm.

The CONTENTdm Project Client software being offered will work with the Indiana Memory host server only. It cannot be used to manage digital collections on any other server. For a complete overview of CONTENTdm, please visit http://www.contentdm.com/products/overview.html.

Applicants are required to have the following hardware and software:

- Microsoft® .NET Framework 3.5 or higher (or Internet connection for downloading .NET 3.5).
- Microsoft® Windows XP with SP2 or SP3 32-bit, Windows Vista 32-bit or 64-bit, or Windows 7 32-bit or 64-bit. For sites processing large volumes of files, 64-bit operating system is recommended.
- Windows XP: 512 MB RAM minimum; 1 GB RAM recommended. Windows Vista and Windows 7: 1 GB RAM minimum; 2 GB RAM recommended. For sites processing large volumes of files, 4 GB RAM is recommended.
- 2 GB of available hard-disk space for installation (a portion of this disk space will be freed after installation if the original download package is removed from the hard drive).
- Minimum display resolution of 1024 × 768.
- 256Kbps or faster connection.
- Adobe® Reader 8 or later.

Organizations must also have in place a plan for storing and preserving master images (TIFFs)

**Section One: About Your Organization**

Project Name Boone County Heritage

Name of Applicant Institution Lebanon Public Library

Name of Partner Institution (If Applicable) _____

Address 104 E. Washington Street

City Lebanon State IN Zip Code 46052

County Boone Congressional District 4

Director's Name Kay Martin

Project Director's Name (if different) Jamey Hickson

Telephone Number 765-482-3460 E-Mail Address jamey@leblib.org

**Project Summary (In 150 words or less)**

*The Lebanon Public Library's Heritage Center possess a large quantity of materials pertaining to Boone County that should be digitized, both to help preserve the items and to improve their accessibility. The first digitization project for Indiana Memory that the Heritage Center will undertake is to digitize its Boone County photograph collection.*

**Section Two: About Your Collection**

A) Collection Description

1. Describe the materials to be digitized. Depending on the project, how many objects, images, books, pages, etc. will be digitized?

*Approximately 600 photographs*

2. What is the need for this project?

*To improve the organization and accessibility of this collection*

3. Why should the material be digitized?

*To make them more accessible; also, to help preserve the original items by minimizing the amount of handling*

B) Technical Plan

1. Provide details of the storage strategy for original images including long-term preservation

*Copies of the master files will be stored on two external hard drives: one will be kept on-site for easy access, the other will be kept in an off-site location; we plan to migrate these copies to a new hard drives every five years, in accordance with Library of Congress recommended digital preservation practice.*

2. Include a statement about digital rights issues including copyright

*Some of the photographs fall into the public domain due to their age. Those items for which the library does hold the copyright are available for fair use.*

3. Describe the equipment to be used and how the items will be scanned.

*An Epson flatbed scanner; we will create TIFF master files of each item; most items will be scanned at 300 dpi, and 8 bit depth gray scale (24 bit color). We will only scan the front of each item; captions on the back may be transcribed in the metadata. Exceptions will be made for items that have another image or text not easily transcribed on the back.*

C) Metadata Plan

1. Describe the plan for creating metadata for the proposed project.

*We will use Dublin Core (DC) standards. We will include all required DC fields and as many recommended and optional fields as are applicable.*

2. If special metadata fields are required, include an explanation.
   N/A

D) Management Plan

1. Describe the training and knowledge of staff. Specifically, what expertise is already on staff and/or what training is available or must be developed for project participants or staff

*Heritage Center staff (Jamey Hickson and Eric Spall) will conduct the project. We already know how to use the scanner and how to construct metadata. The library has an in-house technology team that can assist with technical problems.*

2. If a collaborative project, identify what each organization is providing
   N/A

E) Time Frame

Outline the project timetable, identifying individuals responsible for the various tasks.

*We would like to begin digitizing on May 1, 2014. Jamey Hickson will take charge of gathering, organizing, and scanning the photographs. Eric Spall will create the metadata.*

F) Sustainability Plan

How does this project relate to the long-term goals of the organization.

*Part of the Lebanon Public Library's mission is to promote cultural and educational growth; the Heritage Center's mission is to promote and preserve the history and heritage of Boone County. This project, by improving the accessibility of the photograph collection and by making available digital copies to minimize the handling of original artifacts, promotes the preservation of our materials and the cultural education of Boone County. Also, this project matches the library's goal to adapt to new technologies.*

Send a **signed** copy of the completed application to:

CONTENTdm Application
Library Development Office
Indiana State Library
315 W. Ohio Street
Indianapolis, IN 46202

The CONTENTdm Project Client software will be awarded for one year with the option to renew. The Indiana State Library will monitor all additions to Indiana Memory for completeness and appropriateness. Permissions may be revoked if the materials are not in compliance with scanning and metadata standards or collection development policies.

By signing this document, if the CONTENTdm Project Client software license is awarded, you agree to include your digital images and metadata in the Indiana Memory program and to comply with the standards determined by the Indiana Digital Initiatives Governance Board.

**Project Signatures**:

Kay K. Master
Library Director

Director of Library
Project Director (if different)

April 1, 2014
Date

Jamey Hickson
Project Director
1 April 2014