

# Library Services & Technology Act (LSTA) **2013** Grant Application

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# Library Services and Technology Act Grant

## 2013 General Application Instructions

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

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### Grant Guidelines

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

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

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### Application Form

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

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

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### Project Budget

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

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### Digitization Application Supplements

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

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### Application Submission

To apply, **you must mail or hand deliver** one signed original of the application form, a budget worksheet, and any required supplements to the address provided in your grant guidelines. **You must ALSO e-mail a copy** of all application materials to LSTA Grant Consultant Jennifer Clifton at [jclifton@library.in.gov](mailto:jclifton@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 (R5 / 12/12)  
INDIANA STATE LIBRARY

## GENERAL INFORMATION

Grant Program <i>please mark with an X</i>	Indiana Memory Digitization	Technology	Innovative Technology	Information Access for the Unserved
	<b>X</b>			
Project Title	<b>Increasing the Accessibility of Southern Indiana Images</b>			
Organization	<b>New Albany - Floyd County Public Library</b>			
Full Mailing Address	<b>180 West Spring Street New Albany, Indiana 47150</b>			
Web Address	<b>http://www.nafclibrary.org</b>			
Organization Director	<b>Library Director</b>	E-mail Address		
Telephone Number	(    )	Fax Number	(    )	
Project Director <i>contact for grant purposes</i>	<b>Project Director</b>	E-mail Address		
Telephone Number	(    )	Fax Number	(    )	
Fiscal Agent <i>responsible for fiscal reporting</i>	<b>Fiscal Agent</b>	E-mail Address		
Telephone Number	(    )	Fax Number	(    )	
Federal Congressional District(s)	<b>9</b>	County	<b>Floyd</b>	
Estimated Number of People Served by Project During Grant Period	<b>185,221</b>	LSTA Amount Requested	<b>\$16,282</b>	
Source of this Number <i>US Census, library circulation records, etc.</i>	<b>US Census, population of Floyd and Clark Counties</b>	Amount of Cash Match	<b>\$2,668</b>	
FEIN Number/Tax ID Number		Total Cost of Project	<b>\$18,950</b>	
Federal DUNS Number <i>If unsure of this number, call 1-866-705-5711</i>				

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

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

<b>X</b>	Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages.
	Establish or enhance electronic and other linkages between and improve coordination to improve library services.
	Provide training and professional development to enhance the skills of the current and future library workforce.
	Develop public and private partnerships with other agencies and community-based organizations.
	Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, with disabilities, and with limited functional literacy or information skills.
	Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from families with incomes below the poverty line.
	Develop library services that provide all users access to information through local, state, regional, national and international collaborations and networks

## INDIANA STATE LIBRARY LSTA GOALS

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

<b>X</b>	<b>Information Access</b> - Indiana libraries will provide up-to-date, reliable access to information by utilizing effective telecommunications, technology, and resources. <i>(Includes projects involving technology, digitization, and resource sharing)</i>
	<b>Enhanced Services</b> - Indiana libraries will improve services to residents, including services that support lifelong learning, employment, and civic engagement. <i>(Includes projects involving the following special populations: Children, Institutional, unserved / underserved, blind and physically handicapped and unemployed.)</i>
	<b>Capacity Building</b> - Indiana libraries will improve the capacity of libraries through staff development and training opportunities.

## PRIMARY PROJECT AUDIENCE

**Mark next to AT LEAST ONE but NO MORE THAN THREE with an X to indicate your primary audience(s) for the project.**

	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.**

A project inspired by New Albany's bicentennial, The New Albany-Floyd County Public Library, in partnership with the Floyd County Historical Society, seeks to increase the accessibility of Southern Indiana's images by digitizing 7,000 of them for online usage. Floyd County is currently not represented in the Indiana Memory project. Many broad themes are covered in the collection that will be of interest to researchers nationwide, including: architecture, celebrations, and local businesses, including many photos that document New Albany's formerly active steamboat industry. We seek \$16,282 of the \$18,950 project cost to hire a vendor to digitize our photos and catalog them at a basic level using the already acquired Content Management System PastPerfect 5. The result of this project will be a powerful resource that will aid future researchers in the study of Southern Indiana's culture and unique history.

## PART II. NEEDS STATEMENT

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

In 2012, the New Albany-Floyd County Public Library received an assessment report from Indiana State Archivist Jim Corridan. His report resulted in the hiring of the Library's first professional archivist, Matt Eidem, who has begun the process of bringing the collections of the Library up to a more established archival standard in both preservation and access. In 2013, New Albany, Indiana is celebrating its bicentennial. Interest in the local history of New Albany has never been higher. The Indiana Room at the New Albany - Floyd County Public Library contains the most complete photographic record of New Albany and Southern Indiana as part of their archival collections. While this should be a good time for this collection to be used by researchers, we are finding that it has been extremely underutilized. We believe that this is due to a lack of modern accessibility for this collection. Currently, the only way that the majority of the photograph collection can be accessed is through a card catalog that can be used in the Indiana Room. Within the card catalog every individual photograph is cataloged using a combination of Dewey Decimal System Categories and a custom number that is assigned by the staff that designates the location of the photograph in the collection. This has proven to be a somewhat cumbersome method for navigating the photograph collection for staff, let alone for library patrons.

The library has digitized part of its collection for online usage, but there are a few problems with it. Due to a decision made by a misguided, former Information Technology (IT) employee, the actual digitization was done at only 72 dpi for a vast majority of the photographs. While this is great for encouraging people not to steal the online photographs, there were no photos that were digitized at a preservation quality resolution of at least 600 dpi. The search interface for the photographs is a difficult to understand, hand-coded system that was done by the same IT person. The interface does not allow for advanced searching, and does not allow staff to assign specific keywords to photographs, instead settling for much broader categories.

The need to change how things are done with the library's photos can be summed up mostly by the following:

1. While the current method works for researchers who are able to let staff know what they are looking for, not every researcher is comfortable asking library staff for help, or can put what they are looking for into words. We are doing a disservice to these researchers who are left dealing with our card catalog with little guidance.
2. The current level of accessibility for our photo collection online does very little to help virtual researchers, due to the poor interface that we are providing. Too often, photos that we know are there cannot be found. Changing the interface that is used for the photos from the custom one that we are using now to the more established PastPerfect Online interface should alleviate quite a bit of confusion on the part of our researchers.
3. We currently do not provide enough primary resources for the local schools. By creating a much more user-friendly photograph database, we will have a great resource for local students to use in their research papers, and for the lesson plans of local teachers.
4. Beyond access issues, our photo collection dates as far back as the 1860s. Understandably, many of these photos are at a level, preservation-wise, where it would be better if they could be stored and only brought out when absolutely necessary. Having access copies of our more delicate photos online will help preserve these resources for years to come.

Floyd County Historical Society:

Currently, there has been very limited access available for the Historical Society Photographs. It is a completely volunteer run organization and what goes with that is very limited hours for their museum, and very little availability for people to work with their collection of items. The President of the Historical Society and Floyd County Historian will make himself available when

people request information of the Society, but the efforts of one person can only go so far. The hope is that by digitizing a selection of their photos, it will help alleviate some of the burden on him, and, like the library, provide some protection for their more fragile photographic materials by limiting the handling of them.

**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 goal of the five-year plan that the proposed project addresses is Goal #1: Information Access.

By completing this project, the Library will be eliminating a barrier to access for one of the more important collections in our local history department's holdings. This will create more opportunities for access for students and other researchers who prefer, and/or need to do their research virtually such as students and researchers from other parts of the state. The following are the specific objectives that the proposed project most closely aligns with:

**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 be partnering with the Floyd County Historical Society during this project to help make their photo collection more accessible to researchers. This will be just the beginning as far as collaboration with other cultural institutions. If successful we will be the first representation that Floyd County has through the Indiana Memory Project. The added visibility that this project will provide is a great step forward in creating partnerships with other cultural institutions in the area, such as Southern Indiana Genealogical Society and the more closely aligned Carnegie Center for Art and History to name two. Being able to capitalize on our Indiana Memory experience to create mutually beneficial projects is an encouraging possibility.

**Objective #4.** "Provide Leadership and Infrastructure for digital libraries, shared catalogs, database initiatives, and digital preservation throughout the state."

One of the main objectives of the proposed project is to improve on past digital preservation attempts and align them with more accepted national standards. With consultation from the library's new IT Specialist the library's archivist has spent a considerable amount of time setting up improved infrastructure at the library for preserving digital objects. We feel that our efforts could be used as a model for other public libraries who would be working with similar budgets that we have been. After the grant period the library's archivist will play a leadership role in digital preservation for this part of the state making himself available to public libraries and other cultural institutions in Indiana who may be considering digitizing part of their archival holdings and have technical questions on how they should be setting up successful digital preservation for their library.

## **PART III. OBJECTIVES, ACTIVITIES, & EVALUATION**

### **OBJECTIVES**

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

**Objective #1:** Improve access to the library and historical society's photographic collections for all researchers.

Currently the only complete system for accessing our photo collection is located in the library's reading room and only available in a card catalog. Not only does this not meet current patron's expectations for access, but does very little to help researchers who do not live in this part of the state. We have many researchers, mostly New Albany transplants, who rely on our collections for research. Since there is currently no truly accessible way to search our photographic collections the only reliable way virtual researchers have to get information on most of our holdings is to write or e-mail the library asking if we have a photo of "x". Once the interface is switched over to Past Perfect 5.0 we will be able to "cut out the middleman" in those transactions and eliminate a lot of unnecessary researcher frustration.

This project will also go a long way toward making more primary sources available for our local K-12 school students. For a lot of students today if something is not online it does not exist. If funded this project should open up a host of resources for them. Also, in a world of shrinking education budgets it is not always possible to get a field trip together to visit the local library and see what they have to offer for local history resources. This project has the potential to support local teachers by providing easily accessible visuals that can supplement lesson plans, and help make local history come alive for their students.

**Objective #2:** Preservation of Fragile Photographs

Our photo collection dates back as far as the 1860's. Understandably many of our older photographs are at a level preservation-

wise where they would be better off if they were simply stored and only brought out if absolutely necessary. Currently the only way for patrons to see the vast majority of our photo collection is for each photo to be physically handled by both the staff and the researcher. This digitization project will allow the library to create digital access copies of our fragile photos for patron usage, and allow us to protect the original photographs to the best of our ability.

### Objective #3: Improve on Past Library Digital Preservation Efforts

Past library efforts in digitization have fallen well below accepted archival standards. The library has invested heavily in the last year to help improve the infrastructure for our digital archival holdings. A separate server has been set aside with ample storage to store both preservation quality as well as online display images. On that server we have installed a content management system, Past Perfect, to allow the possibility for access copies, and to manage our file locations on the servers. How this project will help accomplish our goal is to provide both the expertise of seasoned digitization veterans like Joan Hostetler and John Harris to aid in creating a standard for the library, as well as much needed man-power to help populate this important new investment.

The Floyd County Historical Society's main objective for the project is to make their photographs accessible to the public. It is a completely volunteer based organization which unfortunately means that they have very limited hours that their museum can be open to the public. By providing access to some of their photographs online they will be able to show off this important resource, which does not get seen enough.

## ACTIVITIES

### Describe all project activities in detail.

#### Selection of Photos

The New Albany-Floyd County Library's photo collection contains approximately 10,000 total photos. We will also be partnering with the Floyd County Historical Society, which has a small photo collection that contains many of the same themes that the library collection has. With 7,000 total photos being included as part of the proposed LSTA project some tough choices will need to be made as far as what is included for digitization. With the inclusion of the photos in the Indiana Memory Project photos will be selected based on themes that will hopefully reach the most researchers statewide. The themes that we will choose will include but will not necessarily be limited to:

- **Railroads:** The collection includes some great photos relating to the Monon, Southern, and K&I Railroads. Images include cars, railroad stations, and local bridges.
- **Celebrations:** We have photos of New Albany's bicentennial in 1913, and sesquicentennial in 1966. We also have photos of New Albany's celebration relating to Indiana's Sesquicentennial in 1966.
- **Biography:** As part of the project we will include photos of some of the more notable past residents of New Albany Floyd County including former United States Supreme Court Justice Sherman Minton, noted industrialist, Washington C. Depauw, as well as photos of artists that were part of Floyd County's emerging art scene including Jim Russell, Paul Plashke, and Ferdinand Walker.
- **Architecture:** We have a very strong collection of photos relating to the historic architecture in and around New Albany, including photos of the Culbertson Mansion, an Indiana Historic Landmark, and part of New Albany's famed Mansion Row.
- **River Life:** We have a large collection relating to the building of steamboats along the Ohio River, as well as many historic photos of this part of the Ohio River in general.
- **Natural Disasters:** We have many photos that show how the 1937 flood affected Floyd County as well as some of the surrounding communities. We also have photos of the aftermath of the 1917 Tornado that decimated Floyd County.

Along with the chosen themes photos that are considered to be "at risk" will also be transferred to the vendor's office for digitization to create access copies.

#### Transfer of images between Indianapolis and the NAFC Library:

Items will be transferred to the vendor's Indianapolis office for digitization in small batches. This will be done to allow the vendors to scan and catalog items as efficiently as possible as they will be using the equipment and scanning stations that they are most familiar with. The library will provide the vendors with a packing list arranged by call # for each batch.

#### Image Preparation:

Each image that is part of the library collection will need to be taken out of their original sleeves before cataloging can be completed. The physical preparation will also include light dusting when necessary. The vendors will make file-naming recommendations to the library. Each filename will include a code letter that recognizes the institution that owns the particular file, "H" for historical society photos and "L" for library photos. Each file will also include an "A" that indicates it's an archival master. In the past the archives at the library has not used an accessioning system, but some photos are designated with "gift of \_\_\_\_" statements. When that is the case items that are given by the same person will be linked together using the accession system provided by Past Perfect.

## Photo Digitization

Each item will be scanned at 600dpi at 8x10 inches, resulting in files 5000-6000 pixels along the long edge. Most photographs will be scanned at 24-bit color. Images are not sharpened. These settings, the date, and the percentage of enlargement are manually recorded in a scanning log for eventual inclusion in the files' metadata. After scanning the items will be returned to their sleeve and the container taking care to keep everything in the original order. After scanning, items will be prepped to transfer back to the New Albany - Floyd County Library before returning to pick up the next batch of items for scanning. Along with the higher quality preservation file, reference-sized derivative .jpg files will be created for online display. All photos will be backed up to two 2TB external hard drives, and a VPN connection will be set up between the library and the Heritage Photo and Research Services office so the photos will also be backed up to the library's home network.

## Basic Cataloging By Vendor

Along with the digitization Heritage Resource Services will be cataloging each of the photos into PastPerfect, which they will have access to through the same VPN connection used for back-ups. Since all of the photos are described in a catalog the vendors will be asked to supply that level of cataloging for each digital image that they enter into Past Perfect. Subject headings will be chosen using the LCSH guide available through Past Perfect. The fields will be based in Dublin Core and as an Indiana Memory Project veteran, Joan Hostetler of Heritage Photo Research, will be consulting with project staff about the proper metadata to be used with the Indiana Memory project as spelled out by the Indiana State Library guidelines.

## Final Cataloging By Library Staff:

As subject experts, library staff will be called on to fill in elements that go beyond the basic information that is included on the catalog cards. The fields used in the final cataloging will be chosen after consultation with Joan Hostetler on the Indiana Memory Project's metadata standards.

## Uploading of Metadata and Display Images to Indiana Memory:

As the batches of photos are returned to the library after cataloging into PastPerfect they will periodically be exported into a .csv file using the Dublin Core fields that are mandated by the State Library. From that they will be uploaded into the Indiana Memory Project.

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

### Project Director:

The Project Director will work closely with the vendors to develop metadata standards that will be followed through the cataloging portion of the proposed project. He will supervise library staff in the creation of Final Cataloging Records. He will assist the Historical Society in the selection of their photographs for inclusion in the project. He will be responsible for the selection of NAFC Library's Photographs for inclusion in the scanning project with the assistance of other library staff members. In addition he will generate project publicity by carrying out the grant's communication plan.

### Project Consultant/Fiscal Agent - Library Director:

As a former LSTA consultant she has worked closely with the project director with the grant application to make sure that the proposed project conforms to LSTA standards at every level of the project. The library director will play a crucial role in promoting the project to key stakeholders in the community. She is very familiar with LSTA guidelines to document & separate LSTA funds from the library's operating funds & retaining records. She will work closely with the project director to identify possible in-kind contributions. Also she will secure any cash-matching funds from either our library friends group, or foundation. In addition the director supervises the Business Manager, who she will need to train in the required accounting and reporting procedures for LSTA. The director will work closely with the grant funders to make sure all deadlines are met and review and sign all financial requests

### Consultants/Digitization Vendor - Heritage Photo & Research Services:

They are an Indianapolis based company that specializes in photographic preservation and archives management. They will be in charge of scanning and basic cataloging in their Indianapolis Offices. Responsibilities include creating the scanning project guidelines and making sure the project meets the required standards as required by Indiana Memory. The company is owned by Joan Hostetler and John Harris.

The vendors will be responsible for performing the following responsibilities during the project period:

- Communicate regularly with Library staff about project progress.
- Meet all project deadlines as determined by the Library. We have decided on a target of 175 photos per week or 700 a month.
- Make recommendations for digitization technical choices such as image format, resolution, bit depth, when to scan verso of images, directory structuring and file names, folder structure, storage, and creation of reference-sized derivatives. These choices

will be based on standards set by Indiana Memory, Library of Congress, and the National Archives.

- Make recommendations for PastPerfect metadata creation, including accessioning/retro-accessioning, data entry rules for consistency, creation of authority files (including processes, formats, subject headings, photographers), and conforming to Dublin Core standards for ease of upload into Indiana Memory, which uses CONTENTdm software.
- Provide an authority file list of local photographers and studios and dates (if known)
- Transport photographs and catalog cards between New Albany and Indianapolis office.
- Regularly calibrate scanners. Work with Library to determine level of calibration targets to be captured.
- Properly handle photographs in a clean, secure, environmentally stable location. Staff will wear gloves when appropriate while handling items and provide adequate support and cradles for oversized items. No food or drink is allowed near the historic materials.
- Remove and return photographs to their sleeves and housing as delivered and keep items in original order.
- Scan images via Epson Perfection V700 Photo Scanner or Epson Expression 10,000XL Photo Scanner (with transparency adaptor) based on agreed-upon technical standards.
- Perform item-level quality control (QC) for items including: alignment and cropping, file names, image format, color, and scanning flaws such as distortion and Newton rings.
- Create reference-sized derivative JPEG images.
- Back-up daily onto an external hard drive and using off-site storage which will be provided by the library.
- Rescan any items flagged by Library during QC.
- Basic data entry into PastPerfect fields as determined by the Library.
- Submit detailed monthly invoices for processing completed each month.

#### Technical Support - Information Technology Specialist:

The onsite IT Specialist is responsible for overseeing all aspects of the library's IT Infrastructure, which includes the archives. He will be responsible for setting up the VPN connection between the vendor and the library to ensure back-ups are successfully carried out. He will take the lead when purchasing the external hard drives for the project and making sure that the VPN access stays available for the vendors in Indianapolis so they can consistently keep things backed up. If necessary, he will also assist the project director in uploading the PastPerfect metadata into the Indiana Memory Project.

#### Floyd County Historian, President of the Floyd County Historical Society:

This historian will be taking the lead in curating which photos will be included in the project from the Floyd County Historical Society using the pre-established themes. The library's archivist will consult with him as necessary on which photos in their collection are preservation concerns and should be included in the project for that reason.

#### Other Local History Department Staff:

Beyond the Project Director there are five other people that work in the library's local history department. As the subject matter experts in this case they will provide the detailed cataloging for returned photographs after they are digitized. Staff will also help the library's archivist in the selection of photographs for inclusion in the project. The other staff members are:

Library Associate – This associate is a New Albany native, and member of the Floyd County Historical Society. Will play a key role in choosing what photos are chosen for inclusion in the digitization project.

Library Associate - Will help with the final cataloging, and the pulling and packing of photos for transfer to Indianapolis. She will also take the lead in performing quality control when the vendor finishes and deliver the scans to the library.

Library Associate - Will help with final cataloging of photographs that are included in the project.

Library Associate - Will help with final cataloging, and will be responsible for the pulling and packing of photos for transferring to Indianapolis. She will also put photos back in order when they are returned to the library.

Librarian- As a local history and genealogy librarian in Floyd County for over ten years she will help with final cataloging of scanned photos through Past Perfect.

## 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?**

We have a very positive relationship with our local newspaper, the New Albany Tribune. The newspaper reaches all of Floyd County and into neighboring Clark County Indiana as well. As the project progresses we will be able to capitalize on this relationship by writing a series of articles on the project including examples of some of the more interesting photographs that have been digitized.

Local media from nearby counties will be contacted as well when we have photographs of specific interest to them. Our contact list includes the Three Rivers Publishing Group, which puts out free publications and is based in Crawford County. In Harrison County we will contact the Cordyon Democrat and the Clarion News, which are both newspapers which are based out of Cordyon, Indiana.

The library also plans on purchasing two digital photo frames to publicize the project; one upstairs at the circulation department where the majority of our daily library visitors have to walk through, and one downstairs to hang just outside the library's Indiana Room. With the tag line "These Pictures Brought to You By Funding from the Insititue of Museum and Library Services (IMLS)," monthly themed slide shows will be created to show off some of the more interesting photos that have been digitized during the grant period to help drive interest in the project among the library's patrons.

To better make this resource available to local schools we will meet with local school librarians and history teachers about what we are doing and help them find ways where they can fit our historic photo collection into their lesson plans. When the project is completed the library's archivist will create a presentation aimed at local students both at the local K-12 Schools and the local Indiana University Southeast to explain the new resource to them as well as its origins in IMLS funding.

As this is a bicentennial year there are countless events that will be happening in New Albany throughout the grant period based on New Albany's history. It will provide opportunities for us to target specific presentations to local historically minded groups. For example the local chapter of the Daughters of the American Revolution meets once a month in one of New Albany's most historic homes. Being able to come to their meeting and show off historic pictures of where their meeting place will be a good promotional tool.

We will use Facebook to showcase some of the more interesting photos that we have digitized through the grant. We'll use this platform both to display some of our more rarely seen photos to drive patron interest in the project, and also to allow the public to help identify photos that cannot be identified by library staff. Another way we will promote specific photos that have been digitized is through our local library's senior group, "Meet and Mingle." Once a month they meet in the library's auditorium. Periodically throughout the grant period a local history event will be held with this group, where we will project interesting photos that have been digitized based on a theme, for example the 1937 Flood. During this event we will also place photocopies of unidentified photos on tables and ask attendees to identify whoever they can from those photos.

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

The library's presence on social media will be a big factor in promoting the project to other parts of Indiana. The New Albany Floyd County Public Library already has a strong presence on Facebook where photos can be posted. Since some people are not comfortable opening a Facebook account the library will open a Flickr account to display some of the more interesting photos as well. Press releases and newsletter submissions will also be created for the appropriate professional groups located around the state of Indiana so that word can begin to travel among other library professionals. This will include the Society of Indiana Archivists, Association of Indiana Museums, the Indiana Historical Society, and the Indiana Library Federation. Our Indiana Room gets a fair amount of research interest from Floyd County transplants located across the United States. To advertise on a national level beyond our social media presence submissions will be sent to the newsletters of the Society of American Archivists, and the more regionally focused Midwest Archives Conference.

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

Yes. While the expense of the project may make it prohibitive for some libraries to be able to accomplish it on the level that we hope to achieve; we feel that other local cultural institutions will be able to accomplish a project like this on a smaller scale. To help with replication possibilities, we will be meticulously documenting the scanning guidelines and cataloging procedures that were used in accomplishing our project and make them fully available through the library website so that other places can benefit from them. The library's archivist will make himself available to help guide other institutions that are thinking of undertaking a similar digitization project. This will be accomplished both by way of request from other libraries, and through a presentation that will be given at the 2014 ILF (Indiana Library Federation) District 6 Conference. The conference will take place in April of 2014 when most potential pitfalls from our project will have been realized, and overcome.

**All funded grant projects are required to acknowledge the IMLS on all products.  
For more information, go to <http://www.ims.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

- Funding to pay outside contractors
- Program and equipment needed to store scans made by the outside vendors
- Contract with Heritage Photo and Research Services to perform work as outside contractors/consultants
- Joan Hostetler's guidance in creating appropriate metadata standards that can be used at New Albany when future photographs are donated.
- Skills and time of library staff assigned to the project
- Involvement of partner, i.e. the Floyd County Historical Society.

### OUTPUTS

- Approximately 3,600 photographs will be scanned and cataloged through the course of the project and made available via a PastPerfect database, and through Indiana Memory.
- 3,450 photos will be scanned from the New Albany-Floyd County Library's collection,
- 150 will be scanned from the Floyd County Historical Society collection.
- Availability online through the Indiana Memory Project website as well as a searchable database using the PastPerfect Online interface.
- Metadata and Digital Preservation Guidelines that the library can follow for future collections.

### OUTCOMES

- 1) For three years following the project the number of hits on the website featuring the digitized photos will increase by 10%.
- 2) For three years after the projects conclusion the number of visits to area classrooms to do presentations about the digital collection will rise by 5%
- 3) At completion of the project at least 65% of visitors to the Indiana Room who respond to a survey will say that they now use our digital photo collections.
- 4) At least 65% of people who attend library programs about the digitized photo collection who respond to a survey that the program was enjoyable and made them recall family memories.

### 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).

Since the project focuses on the creation of a resource, it does not lend itself well to the traditional "target audience" model of evaluation. The newly created digital collection will not impact the target audiences until after the completion of the project. Surveys will be sent out to regular researchers and will be made available on the library's website meant to judge the awareness and level of usage of the public in relation to our photo collection. Long-term evaluation will be based on the number of hits both online databases get where the photos are kept, and the number of teachers, students, and other stakeholders who come to the library's Indiana Room to use the physical collection in house who said they saw it online. After final cataloging there will be monthly events held with the goal of allowing members of the community to come to the library and help identify any photos that library staff had trouble with.

### EVALUATION INDICATORS

- The quantity of images actually scanned and cataloged
- The number of people who talk to Indiana Room staff about the project
- Public awareness of the library's photo collections can be inferred by the amount of publicity our photo project generates during the grant period, as well as usage of photos collections during and after the grant period.
- The change in the number of survey respondents before and after the project who feel that the photo collection at the library is more accessible.
- The change in the number of survey respondents who have actually used the photographic collection at the library.

### EVALUATION METHODS

- A record count of images entered into PastPerfect will show how many photographs were actually scanned.
- A count will be kept of patron phone calls and questions relating to the photo collection and the project to help gauge public awareness.
- Results from surveys sent to regular researchers, local educators, and made available on the library's website will help evaluate how relevant the project was to the public and how helpful our efforts ultimately were.
- At the conclusion of the project a panel led by Connie Rendfeld, Director of the Indiana Memory Project, will evaluate the historical significance and relevance of the materials selected. We hope that it is apparent that the value beyond the items itself is their availability and use of these primary historical resources by present and future generations long after the project is completed.

## 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")
Locate and pull batches of 700 photos for digitization and cataloging by the vendor.	Project Director	Ongoing - Once a month for ten months starting May 2013.
Purchase two 2tb hard drives to give to the vendors to back-up project.	IT Staff	May 2013
Consult with Joan Hostetler on Metadata Requirements for Indiana Memory to create crosswalk between PastPerfect fields and the required Dublin Core fields.	Project Director	May 2013
Compile list of commonly used, local subject terms, place names, and photographers to give to vendors.	Project Director	April 2013
Transfer batches of photos to the vendor's Indianapolis office.	HP&RS Staff	Ongoing - once a month for ten months starting in June 2013.
Digitization of photos.	Vendor	Ongoing - 175 photos per week during the grant period.
Basic cataloging of photos.	Vendor	Ongoing - 175 photos per week during the grant period.
Locate and pull 150 photos from the historical society collection.	Library Staff	August 2013
Provide basic description for the provided Historical Society photos to be included in the next batch of photos.	Library Staff	August 2013
Apply final cataloging after each monthly batch transfer back to the library.	Library Staff	Ongoing - 175 photos per week during the grant period.
Plan community gatherings through the library's senior group "Meet and Mingle" to ask people to identify mystery photos left over from final cataloging.	Project Director	Ongoing - events will take place once a month throughout the grant period after "final cataloging" has been completed.
Uploading medium resolution images and final metadata to Indiana Memory.	Project Director and IT Staff	Ongoing - Will be uploaded batches of photos are completed.

### COMMUNICATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
Write and send out press releases to area newspapers about the project.	Project Director	May 2013
Write newsletter submissions for local and national professional groups.	Project Director	May - June 2013
Promote monthly "mystery photo ID" events	Project Director	Ongoing
Create press releases, and newsletter submissions to promote grant accomplishments.	Project Director	May-June 2014

### EVALUATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
Create and tabulate surveys	Project Director	May 2013, June 2014.
Create final count of scanned and cataloged images	Vendor	Ongoing - quarterly report

Keep log of conversations and usage of photo collection	Library Staff	Ongoing
Keep Facebook page statistics	Project Director and IT Staff	Ongoing - will be a monthly report
REPORTING		
ACTIVITY	WHO	WHEN (month and year or "ongoing")
First Quarter Progress Report	Project Director	August 31, 2013
Second Quarter Progress Report	Project Director	November 30, 2013
Third Quarter Progress Report	Project Director	February 28, 2014
Project Evaluation Plan	Project Director	May 31, 2014
Financial Final Report	Project Director or Fiscal Agent	June 30, 2014
Narrative Final Report	Project Director	June 30, 2014

## 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 library is always receiving donations of photographs. Once this project helps us get over our initial 7,000 photo hump the library will be able to utilize standards that were utilized in accomplishing this project in the scanning of future image donations. This will make sure that all future scanning projects done at the library will be done to an acceptable archival standard. Funds from the library budget will pay digital preservation in the future, including migrating digital scans to newer file formats when necessary to avoid problems with digital obsolescence. This way the work done on this project as well as future work will be to survive for future generations to benefit from.

## 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).**

N/A

### 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).**

Supplies, \$120  
 Ink for 3,000 color copies - Our vendor, Duplicator Sales charges us for ink on a per copy basis. They charge us 4 cents per color copy. This will be considered an in-kind expense for the project.

### OTHER SERVICES & CHARGES

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

Professional Services, \$16,060

We will hire Heritage Photo and Research Services to digitize and catalog our photos. Per the vendor quote the digitization part of the quote will cost \$8,535, while cataloging for 7,000 photos will cost \$7000. This price also includes \$525 dollars for consulting fees as Joan Hostetler of HP&RS will work with the project director on the metadata standards that are required for inclusion in Indiana Memory.

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

HP&RS Travel - Included in the vendor quote is \$1,753 for 11 round trips between Indianapolis and New Albany to pick up batches of photos for scanning. The cost is based both on the IRS standard mileage rate of 56 cents per mile plus the time that will be required for the vendor's staff to make the trip. The library has decided to make these costs part of the matching finds that will be provided by our Library Friends organization.

**CAPITAL OUTLAYS**

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

Equipment, \$222

Two back-up hard drives. The library will provide the vendors Two Seagate Backup Plus 2 TB external hard drives for the purposes of backing up the project as they scan and catalog. One drive will be stored on site while another drive will be stored off-site. The two drives will be rotated as necessary.

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

Equipment

NIX 15 Inch Digital Photo frame with 4 gb Flash Memory, \$280, the two frames will need to be purchased as part of the promotional plan, to show off some of our more interesting digitized photos. The frame price was found on Amazon.com for \$140. This will be part of the cash-match that will be part of the Library Friends' donation.

Software

Backup Chain, \$300 - Backup Chain is software that will be used to setup the back-up between the Indianapolis Offices and the Library so the vendors can have another back-up to use that's off-site. This will be considered an in-kind expenditure.

Collection Materials

Archival Print Boxes, \$215 - Currently the library's photo collection is stored in filing cabinets. Archival print boxes will be purchased for transport of the photo batches to the vendor's Indianapolis office. The boxes will be repurposed after the project is completed for a safer long-term storage option than the filing cabinets have proven to be. This will be considered an in-kind expenditure for the project.

**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 a 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 (month, day, year)
New Albany-Floyd County Library	Increasing the Accessiblity of Southern Indiana Images	3/14/2013
Title of Principal Officer	Signature of Principal Officer	Signature Date (month, day, year)
Library Director		3/14/2013

STATE LIBRARY USE ONLY							
Project Number		Approved		Not Approved		Amount Awarded	
Library Type	Public	School	Academic	Special	Multi-Type	SLAA	Institutional

# PROJECT BUDGET

Your budget should provide an overview of all anticipated project costs from federal and local sources.

Round all amounts to the nearest whole dollar.

All amounts must match the amounts given in your Project Budget Narrative.

You are not limited to the space provided. Cells are set to expand as you type. Your budget may continue on to additional pages.

A row may be added anywhere by (1) right-clicking on the row above which you wish to insert the new row, (2) selecting *Insert* from the menu that appears and (3) selecting *Entire Row* from the next menu.

You are encouraged to obtain quotes for products and services to develop your application budget. Should your application be approved, your grant contract will include the project budget "as is" unless you request revision in advance. After contract, changes to the approved project budget must be requested of and approved by the Indiana State Library.

Line-by-line instructions in PowerPoint and PDF form are available to download from the Grant Application page of the Indiana State Library LSTA webpage: <http://www.in.gov/library/3732.htm>.

BUDGET ITEM	SOURCE OR METHOD OF COMPUTATION	LSTA GRANT FUNDS	COST SHARING	PROJECT TOTAL
<b>Personal Services</b>				
<i>Salaries &amp; Wages</i>				
<i>Employee Benefits</i>				
<b>TOTAL PERSONAL SERVICES</b>				
<b>Supplies</b>				
<i>Supplies</i>				
Ink for Program Flyers	3000 Color Copies at \$.04 - From Duplicator Sales	\$0	\$120	\$120
<b>TOTAL SUPPLIES</b>		\$0	\$120	\$120
<b>Other Services &amp; Charges</b>				
<i>Professional Services</i>				
<b>Heritage Photo &amp; Research Services, outside vendor</b>	<b>Vendor quote to digitize and catalog 7000</b>	<b>\$16,060</b>	<b>\$0</b>	<b>\$16,060</b>
<i>Communication &amp; Transportation</i>				
Transport to and from New Albany for Heritage Photo & Research Services	<b>231 miles *\$.56/mile * 11 trips + transport time</b>	<b>\$0</b>	<b>\$1,753</b>	<b>\$1,753</b>
<i>Printing &amp; Advertising</i>				
<i>Repair &amp; Maintenance</i>				
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>		<b>\$16,060</b>	<b>\$1,753</b>	<b>\$17,813</b>
<b>Capital Outlays</b>				
<i>Furniture &amp; Equipment</i>				
2 Seagate Backup Plus 2 TB external hard drives	2 @ \$111 Amazon.com	\$222	\$0	\$222
NIX 15 Inch Digital Photo frame with 4 gb Flash Memory	2 @ 140 Amazon.com	\$0	\$280	\$280
<i>Print, AV, Electronic Resources &amp; Collection Materials</i>				
4 x 5 Archival Print Boxes for Transport	5 @ 12.95 from Gaylord Brothers Library Supplies	\$0	\$65	\$0
5 x 7 Archival Print Boxes for Transport	5 @ 12.75 from Gaylord Brothers Library Supplies	\$0	\$64	\$0

8x10 Archival Photo Boxes for Transport	5 @ 17.25 from Gaylord Brothers Library Supplies	\$0	\$86	\$0
<i>Software</i>				
Backup Chain - For setting up VPN Access	Quoted by library IT Specialist	\$0	\$300	\$0
<i>Other Capital Outlays</i>				
<b>TOTAL CAPITAL OUTLAYS</b>		\$222	\$795	\$802
<b>BUDGET TOTAL</b>		\$16,282	\$2,668	\$18,950
<b>LSTA funds cannot be used to supplant local or system funds.</b> <b>LSTA funds may not be used for administrative overhead.</b>				

## Appendix A: Additional Digitization Questions

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

Project staff will select visual images (photographs or postcards) that document the history of the New Albany Floyd County Area, as well as the nearby counties of Clark, Crawford, and Harrison. The photographs depict businesses, the local architecture, river life, local celebrations, history of the local schools and churches. The dates span anywhere from 1860 to the present though we will be more selective about more recent events due to the large amount of recent documentation on those images. Strictly genealogical photos, portraits, and non-action people shots will not be included in the project unless it's one of New Albany's notable past residents such as Sherman Minton or Washington C. Depauw, are intrinsically interesting, such as one of the library's tin-types, or add context to a larger collection of photos.

The library also has a large collection of photographs done by local studio photographer Charles Heimberger. Heimberger was the main New Albany photographer in New Albany during the late 19<sup>th</sup> and early 20<sup>th</sup> centuries.

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

Approximately 7,000 items will be scanned and cataloged by the end of the grant period. The chosen number is based on the experience of the vendor, and the fact that the photos being scanned already have basic information assigned to them through the card catalog.

\*The New Albany-Floyd County Public Library will have 6,850 images scanned and cataloged from their collections.

\*The Floyd County Historical Society will have approximately 150 photographs scanned and cataloged as part of the project.

#### **2. Discuss Any Copyright Issues Related to This Collection**

The library in the past has received donations of photographs from the New Albany Tribune. These mostly consist of headshots of people who have had stories about them in the paper. In the past the New Albany Tribune has balked when the library has suggested using them for more than simple patron research so they will not be included in the project. All studios that are part of the collection are now defunct. Efforts have been made to track down copyright holders of these works with little success. It appears that these images are in the public domain or there are no copyright restrictions with them.

The Floyd County Historical Society will retain the rights to the images it contributes to the project (an appropriate metadata field will direct users to their website). The historical society photos will be made available through a library provided database, though permission will need to be obtained before historical society images will be used in any library programming (exhibits, newsletters, etc...)

### **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?**

New Albany, pre-Civil War, was the largest and arguably the most important city in Indiana. It has a vibrant history that our collection of images captures beautifully. Of specific historical interest the collection includes many photographs of the famous 1937 Ohio River Flood, the 1917 Tornado, and many important businesses in the history of New Albany including the DePauw Glass Works. As a river town there are many photos documenting New Albany's booming steamboat industry in the mid 1800's as well as photos showing how those boats were repurposed during the Civil War as troop transports and floating hospitals. It also should be mentioned that Floyd County is not currently represented in the Indiana Memory project.

Users of our collection primarily consist of:

- Building owners wanting to research a structure
- People researching a specific entity in Floyd County's History
- Genealogical researchers
- Local alumni groups
- With the bicentennial, many "casual" historians who have had their interest peaked
- Professional historians seeking images of historic river life
- Students studying state and local history
- New Albany residents who have moved but are seeking pictures of their old home town.

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

The photo collection at the library does have a small but inadequate online presence using a poor interface and a very shallow level of cataloging. The photos from the Floyd County Historical Society do not have any presence online. There is no presence in the Indiana Memory Project for Floyd County, which includes both of these organizations, so there is not a lot of representation of New Albany's photographs on a statewide level. The images in this collection of the more rural parts of the Floyd County are especially rare.

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

Generally speaking, no. While the process, format, and mount help date images, and are unique indicators to help identify specific photographers, the style of the photographs being digitized is pretty typical for a Midwestern river town. The pictures subject matter is going to be most valuable to our patrons. The scanning technician will scan the full mount and the back when unique information will warrant its inclusion.

## **Part 3: Technical Plan**

### **1. What Hardware or Software will be used?**

#### **Hardware:**

- **Computers:** The two computers that Heritage Photo & Research Services uses in their scanning operation are:
  1. Dell Inspiron 5520 (i5-3210M CPU 2.5 GHz 8 GB RAM, 64-bit operating system); with 21" Sceptre monitor
  2. Dell (Intel Core Quad CPU, Q8200 @ 2.33 GHz, 2. GB RAM), with two 21" Dell monitors
- **Scanner #1:** Epson Expression 10000XL oversized flat bed scanner (12.2 x 17.2 in. maximum object size) with transparency adapter for negatives
- **Scanner #2:** Epson Perfection V700 Flatbed Photo Scanner
- **External Hard Drives:** Two 2TB Seagate external hard drives to back up images and metadata
- **Server:** a library archives specific server, a Dell running Windows Server 2008, has been set up with ample storage to store the archival and derivative images for the project.

#### **Software:**

- A Virtual Network will be setup between the vendor's office and the library servers, for the purposes of providing an offsite backup using the software Backup Chain.
- **Scanning:** Silverfast 8 Ai (Lasersoft Imaging)
- **Image Enhancement:** Adobe Elements
- **Cataloging:** PastPerfect 5.0

### **2. Please Indicate which of the three options your options your institution will utilize**

C. We will use different content management software.

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

We are using PastPerfect 5.0 because the library already owns that software. It was initially chosen because the library's collections are a fairly large collection of paintings, and other artifacts to go with its paper collection. While not perfect for archival applications, PastPerfect has lent itself better to managing, such a strange split of materials than the other options that were available at our budget threshold.

#### **a. How will these images be searched (*what software will be used*)?**

Along with the CMS the library has acquired the *PastPerfect Online* Module. This will allow advanced searching among the equivalent Dublin Core Fields that are available in PastPerfect.



**b. How will the search results be displayed or sorted?**

The module usually will display records by relevance for default but does give the users an option of sorting results by a particular search field by clicking on a radio button. The results will be displayed with a thumbnail image on the left side of the results followed by a short description of where the term used was found in the record.

**c. How will the images be linked and displayed?**

Each of the images will have their own catalog record. When one of the search results is clicked on the scanned in image will pop up next to that image's catalog record.

**d. How will you provide metadata and images for the Indiana Memory project?**

PastPerfect allows the user to export catalog records into an excel file for import into ContentDM. Unfortunately it does not give the option to export images along with the catalog records. Since this will be the case after the text of the catalog records are imported the project director and the technology support person will work to import the necessary display images into each of the catalog records supplied for the Indiana Memory Project.

**4. Detail your Backup and Storage Strategy**

Since digital files are inherently fragile we will use multiple strategies for backing up the work done on this project. Preservation will be accomplished through the redundant LOCKSS strategy (Lots of Copies Keep Stuff Safe) and through consistent maintenance of our storage devices.

- The vendors will do daily backups of the work done on the project to two 2 TB external hard drives, which will be supplied by the NAFC Library.
- VPN access to the library network will be granted so that HP&RS can backup all metadata and digital images to a dedicated server at the library.
- All digital files and metadata will be stored on the scanning workstations at the Heritage Photo and Research Services office.
- Cataloging data and medium resolution files will also be stored on the Indiana Memory Site Server at the Indiana State Library.

**5. Detail your migration strategy for long-term preservation of digital resources.**

The New Albany Floyd County Public Library will continually back-up the data along with other library files, which is already part of the job description of the Information Technology Specialist. The library employs a professional archivist who will monitor trends in digital preservation, including and hardware or software changes that will precipitate a need for migrating our files. When that need arises the Archivist and the IT Specialist will work together to make sure the migration is successful. To assist in the migration the information will be recorded in a technical metadata field that will allow us to track the origins of the digital files.

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

Oversized photos were declared out of scope for the proposed project, but the library does have some photos that over the years have had their mounting cracked and have had to be repaired. In these cases a degree of care will need to be taken when scanning by the vendor. Albums will be addressed on a case by case basis; they will be taken apart before

sending whenever possible but it may be necessary for the vendors to dismantle albums at their office. Some photographs will require a dusting by the scanning technician, though any repair work or thorough cleaning is considered outside the vendor's scope of responsibility for the project.

**7. Will the digitization be done in-house or sub-contracted?**

Outsourcing this project to professionals was deemed the most efficient way to carry out the project. The library does not have a great amount of room to perform this kind of large scale scanning project so all of the digitization and initial scanning will be done at the vendor's office.

**8. If you sub contract, how will the contractor be selected?**

Heritage Photo & Research Services was chosen based on their reputation among the members of the library and archival community. Since the images will be sent out of the library in batches it was important to the library to choose a vendor who is well versed in archival standards so that we can trust them with these resources. HP&RS filled that requirement nicely.

**9. If the digitization will be done in house, please document your current technical infrastructure for supporting digital projects (networks, staff expertise, etc...)**

N/A project is being contracted out.

**Part 4 Metadata Plan**

Describe your plan for creating metadata for the proposed project. Please note: All LSTA-funded projects must conform to the State Library's metadata standards.

A crosswalk will be created between the PastPerfect fields and the required Dublin Core Fields that are part of the State Library's Metadata Standards. Once the PastPerfect Records are completed the required fields will be exported for later importing into ContentDM. Subject headings will be created using the LCSH subject heading list, though the library will provide the vendors with a much shorter list of frequently used subject headings and search terms for the cataloging. The contractor will do the initial cataloging, what is on the catalog cards, and basic subject terms, after the initial scanning while the library's staff will do deeper cataloging back at the library. Basic descriptions will be provided for any historical society photographs before they are sent to the vendor for scanning.

**Part 5: Management Plan**

**1. Describe your staff training and experience with digitization projects. Specifically detail current staff experience.**

**a. Project management**

**Project Director, Archivist** - will manage the project planning, evaluation, and supervision of the library staff involved in the project. The Project Director is a professional archivist, holding an MLIS with a concentration in Archives Management as well as a B.S. in Information Science and Technology, with a focus in Web and Database

Design. He will use this expertise to guide staff in the final cataloging and quality control of the returned scans.

**Library Director** – The Director has extensive experience with LSTA grant programs on both sides of the process. As a former LSTA Grant Coordinator for the State Library in Utah, she helped administer a \$600,000 LSTA Grant Program to Utah’s libraries. As Library Director for the Chippewa River District Library in Mount Pleasant, Michigan she was responsible for securing and managing a \$100,000 grant aimed at adding Internet access for their branch libraries. As library director in Platteville, Wisconsin she received and implemented a \$5,000 LSTA Technology Grant to develop a website for her library. She will be serving as Fiscal Agent for the project and will work closely with the project director throughout the grant period.

b. Metadata Collection

**Project Director** – As part of his archival training the project director received in-depth training in the creation of metadata, and various metadata standards including Dublin Core.

**Indiana Room Employees** – All of them have all spent years working in the Indiana Room working with local history and all are natives of either Floyd or Clark Counties making them subject experts. They all have spent many hours creating finding aids for local history sources, including newspaper indexes, cards for the photo card catalogs, in curating the local history room’s extensive vertical files.

**Contractor/consultant** – The chosen contractor/consultant has worked with digitization projects since 1995. She has continued her education by attending the school for scanning (NE Document Conservation Center), Cataloging Visual Materials (week long workshop at the Rare Book School, University of Virginia), and Digital Imaging for Photographic Collections (Image Permanence Institute, Rochester, NY). She has trained staff and several museums and historical societies and has presented metadata/scanning workshops for INCOLSA, the Indiana Historical Society, and the Polls Center.

c. Scanning software and equipment

**Contractor/consultant** – will scan all images for the project. His background is in museum studies. He has both worked and volunteered for the Indiana State Library to scan manuscript collections and oversize mortality census books.

e. Website Development

**Project Director and IT Specialist**

The Project Director will create the project database through PastPerfect Online. He has an IT Degree that was focused on both web design and database development. The IT Specialist will take the lead in all IT Support for the searchable database that is created. Within the last year he was actively serving in the United States Marines as IT Support. His unit was responsible for keeping communication networks running while deployed in Afghanistan.

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

a. What is your relationship to the partner organization?

The Floyd County Historical Society and the New Albany-Floyd County Public Library are the two organizations in Floyd County, which seek to collect and preserve materials relating to the history of Floyd County. The Historical Society uses the library for meeting space, and both organizations have consistently partnered together on providing local history programming

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

The goal of the project is to create a searchable database of photos that will document the history of our corner of Southern Indiana to best help researchers in the community. Both organizations share this goal of increased access and look forward to having the chance to make it a reality.

**c. How will decisions be made between partner associations?**

The New Albany-Floyd County Public Library will have all say in grant administrative decisions since they will be doing the majority of the work within the grant period. The Floyd County Historical Society will be consulted whenever decisions will be made with their materials, and whenever the grant moves forward. A memorandum of understanding will be signed before Historical Society Photos are selected that will spell out the ownership, use, and digital rights for their organization in regards to the project.

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

The partner is aware and steps will be made to establish separate ownership rights for both organizations.