

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

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



Library Services and Technology Act Grant

2014 General Application Instructions

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

Grant Guidelines

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

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

Application Form

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

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

Project Budget

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

Digitization Application Supplements

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

Application Submission

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



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	Indiana Boys' School Herald newspapers (Plainfield, Indiana) Digitized from Microfilm		
Organization	Plainfield-Guilford Township Public Library		
Full Mailing Address	1120 Stafford Road, Plainfield, IN 46168		
Web Address	www.plainfieldlibrary.net		
Organization Director	Rachel Ziegler	E-mail Address	rziegler@plainfieldlibrary.net
Telephone Number	(317) 839-6602 x. 2111	Fax Number	(317) 838-3807
Project Director <i>contact for grant purposes</i>	Reann Poray	E-mail Address	rporay@plainfieldlibrary.net
Telephone Number	(317) 839-6602 x. 2149	Fax Number	(317) 838-3807
Fiscal Agent <i>responsible for fiscal reporting</i>	Jessica Elston	E-mail Address	jelston@plainfieldlibrary.net
Telephone Number	(317) 839-6602 x. 2105	Fax Number	(317) 838-3807
Federal Congressional District(s)	4th	County	Hendricks
Estimated Number of People Served by Project During Grant Period	29,256	LSTA Amount Requested	\$18,347.73
Source of this Number <i>US Census, library circulation records, etc.</i>	Indiana Population Estimates, 2012 (from Stats.Indiana.edu)	Amount of Cash Match	\$2500.00
FEIN Number/Tax ID Number	35-6002011	Total Cost of Project	\$20,847.73
Federal DUNS Number <i>If unsure of this number, call 1-866-705-5711</i>	049792674		

FEDERAL LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) PRIORITIES

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

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

INDIANA STATE LIBRARY LSTA GOALS

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

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

Capacity Building - Indiana libraries will improve the capacity of libraries through staff development and training opportunities.

PRIMARY PROJECT AUDIENCE

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

	Pre-Schoolers (0-5)	x	Seniors (65+)		Urban Populations
	Children (6-12)		People with Special Needs		Institutionalized Persons
	Youth (13-17)		Library Staff		Non- or Limited English Speakers
x	Adults (18-64)		Rural Populations	x	Statewide Public

PART I. PROJECT SUMMARY

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

This project will digitize (from microfilm) the issues of the Indiana Boys’ School Herald newspaper (June 1928 - 1929 and January 1933 – June 1942) and make them available and accessible to the public through Indiana Memory. Currently accessible on microfilm, the digitized images will be uploaded to the Indiana Memory project and made available to the general public including the countless number of Plainfield and Indiana residents employed at or residing in the Indiana Boys' School over the course of its history. A launch event will be held for those involved with the school and their descendants celebrating the new access of these newspapers. Staff will generate publicity for this project and the event launch through traditional and modern methods. Data and feedback will be gathered through surveys, interviews and website views.

PART II. NEEDS STATEMENT

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

The collection of newspapers for the Indiana Boys School is available on microfilm. Consequently, online accessibility is not available. Using a digital microfilm reader/scanner to scan and upload the newspapers to Indiana Memory would allow the content to be made available to the public.

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.

GOAL: Information Access. The Indiana State Library will provide up-to-date, reliable access to information to meet the needs of all Indiana residents by utilizing effective telecommunications, technology and resources. This digitization project will provide unlimited access to historical Indiana resources, specifically the two newspapers published at the Indiana Boys' School in Plainfield, Indiana.

PART III. OBJECTIVES, ACTIVITIES, & EVALUATION

OBJECTIVES

Describe the overall objectives of your project.

To make available and accessible to the public the newspapers of the Indiana Boys School. Currently accessible on microfilm, the digitized images will be uploaded to the Indiana Memory project and made available to the general public. These newspapers, printed on the grounds of the Indiana Boys' School, provide a rich history of the institution and the daily happenings there. Many local Plainfield, Indiana residents were employed at the Indiana Boys' School, working in various capacities from teachers, to administrators, to cooks. Many of these employees lived locally in the Plainfield community. The Indiana Boys' School was closed in 2005 and restructured to become the Plainfield Re-entry Educational Facility, essentially ending the 130-year life it had as a reform school for boys. Our project will make these newspapers available to the public for viewing. Our hope is that all residents of Indiana--including families of the many Plainfield employees and residents of the school--will be able to read and learn the history of what life was like at the Indiana Boys' School. The easy and open access will allow all to see an anthropological snapshot of life in an Indiana reform school, which by all accounts was its own self-sustaining society made up of adults and juvenile offenders.

ACTIVITIES

Describe all project activities in detail.

Project date: June 2014 - September 2015

Coordinate Materials: June 2014

- *order project equipment: Scan Pro 800 microfilm scanner, monitor, hard drive, keyboard, OCR software, table
- *set up scanning station (install scanner, software, monitor, hard drive, keyboard, table)
- *receive training on Scan Pro 800 from Imaging Office Systems
- *install CONTENT dm (using the State Library's license)
- *receive training on CONTENT dm from the State Library staff
- *consult with library IT staff for support on server storage and CONTENT dm

Coordinate Staffing: June 2014

- *advertise for temporary staff
- *interview and hire temporary staff
- *meet with temporary staff and discuss/organize work schedule and tasks

Project Implementation: July 2014

- *scan the microfilm images (July 2014 - September 2014)
- *upload the images to Indiana Memory (September 2014 - October 2014)
- *Add metadata and OCR according to Indiana Memory specifications (September 2014 - October 2014)
- *create launch page on the library's website, which will link to Indiana Memory (October 2014)

Project Promotion:

- *purchase promotional banner stand display (August 2014)
- *create and print promotional brochures (August 2014)
- *display booth at Midwestern Roots Conference in Indianapolis (August 1-2, 2014)
- *display promotional flyers at Federation of Genealogical Societies Conference in San Antonio, TX (August 27-30, 2014)
- *display promotional banner stand at Genealogy Day at Plainfield-Guilford Township Public Library (September 27, 2014)
- *display booth at Genealogy Fair at Indiana State Library (October 25, 2014)
- *invite honored guests and families to project launch program (January - February 2015)
- *arrange project launch program (March 2015)

Project Evaluation:

- *surveys taken at launch program
- *number of hits on the PGTPPL project launch page
- *number of views directly accessed on Indiana Memory

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

Reann Poray, Project Director: oversee all aspects and manage the day-to-day operations of the grant project

Temporary Staff: scan, save and upload images from microfilm

Rachel Ziegler, Organization Director: oversee overall management of grant project

Jessica Elston, Fiscal Agent: oversee the fiscal records of the grant project

Joanna Carter, Marketing Director

Matthew Stevenson, IT (computer support and server)

Laura Brack, IT (computer support and server)

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?

- 1) Local newspapers: Hendricks County Flyer, Danville Republican, Mooresville Times, Hendricks County Icon and Indianapolis Star
- 2) Plainfield-Guilford Township Public Library website and online newsletter
- 3) Library social media: Facebook, Twitter, Pinterest
- 4) Local organizations: Plainfield Chamber of Commerce, Plainfield Old Timers, Plainfield Kiwanis, Plainfield Lions Club, Plainfield Rotary Club, Hendricks County Museum, Plainfield Tri Kappa
- 5) Plainfield Community School Corporation history teachers/students
- 6) Launch party, including a speaker associated with the Indiana Boys' School institution
- 7) Promotional flyers
- 8) promotional display

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

We plan to share the results of our project as soon as the images begin to appear on Indiana Memory. We would target specifically:

- 1) Online group lists: INPUBLIB, GENEALIB, The Wednesday Word, Communique Online
- 2) Social Media: Facebook, Twitter, Pinterest
- 3) Department of Corrections, State of Indiana, Indiana State Archives, Indiana Historical Society and the Indiana State Library.

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

New technology allowing microfilm to be scanned and uploaded would allow other libraries to make their collections easily available to the public. While microfilm is still the preservation standard, it is not a format that is easy to share. The new digital microfilm scanners open up a world of possibilities to formerly limited access materials.

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

- 1) Project launch program
- 2) Project survey
- 3) Staff, consultants, volunteers, temporary staff
- 4) Dedicated space on the PGTPL website
- 5) Promotion of project on social media
- 6) Professional/Industry promotion of project
- 7) Promotion of project on paper

The inputs listed above directly correlate with the outputs listed below.

OUTPUTS

- 1) # of attendees at program
- 2) # of surveys taken (target 100)
- 3) # of employees and hours contributing to the project
- 4) # website visits/hits on the project dedicated page
- 5) # of posts on Facebook, Twitter, Pinterest, PGTPL Blog
- 6) # of visitors/contacts made at conference shows
- 7) # of flyers and brochures developed and distributed

Through the inputs and outputs listed above, we will be able to share and promote rare and valuable content, evaluate usage of

content, encourage users to explore the content and secure the accessible future of a little-known Indiana newspaper.

OUTCOMES

Access to primary historical content
 Knowledge of community and Indiana history

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).

We will conduct surveys and track website useage to measure the impact of the project with the users. By using both traditional paper surveys and online surveys, we will directly engage the users for comments.

EVALUATION INDICATORS

Access targets:

- # of hits/visits on the PGTPL Project launch webpage; data interval 6 months; target 1,000 hits
- # of views on the Indiana Memory webpate; data interval 6 months; target 3,000 hits

Knowledge targets:

- survey to patrons on how likely to access in future; 90% will access in future
- survey to patrons if they know more now about their community's history than they did; 90% know more
- number of attendees at launch program; data souce is the launch program; data interval of 1 month; 70 in attendance

EVALUATION METHODS

We will gather data from the target audiences through paper surveys at the launch program and online surveys (Survey Monkey) for the web users. Tabulating the data gathered from all forms of the survey will help indicate the successfulness of the project during the project length. What will be interesting is to continue to track the usage of the project after the offical end of the grant period. With continued promotion of the project, and also with word-of-mouth, we anticipate the curious nature of the public will prevail and the users will continue to access the content from the "Plainfield Reformatory" and "Indiana Boys' School Herald" newspapers.

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")
Order equipment and materials	Reann Poray	June 2014
Install Content dm	Laura Brack	June 2014
Advertise, interview, hire and train temporary staff person	Reann Poray	June 2014
Scan images from microfilm	Temporary staff	June - September 2014
Upload images to Indiana Memory	Temporary staff	September - October 2014
Create launch page on library's website	Reann Poray	October 2014

COMMUNICATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
Design promotional banner, flyers, brochures	Reann Poray and Joanna Carter	August - September 2014

Promote project at local and national conferences/workshops	Reann Poray	August - October 2014
Plan launch program and invite honored guests and families	Reann Poray	January - February 2015
Program launch party	Reann Poray	March 2015
EVALUATION		
ACTIVITY	WHO	WHEN (month and year or "ongoing")
Launch party surveys	Reann Poray	March 2015
Online surveys (Survey Monkey)	Matthew Stevenson/Laura Brack	March 2015 - September 2015
Visits and hits on PGTPL website	Laura Brack	March 2015 - September 2015
Views on the Indiana Memory website	Indiana State Library	March 2015 - September 2015
REPORTING		
ACTIVITY	WHO	WHEN (month and year or "ongoing")
First Quarter Progress Report	Project Director	August 31, 2014
Second Quarter Progress Report	Project Director	November 30, 2014
Third Quarter Progress Report	Project Director	February 28, 2015
Financial Final Report	Project Director or Fiscal Agent	June 30, 2015
Narrative Final Report	Project Director	June 30, 2015

PART VII. CONTINUATION PLAN

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

The specific project of digitizing the Indiana Boys' School Herald newspaper will be completed when the grant period ends. However, the process of digitizing newspapers and other genealogy/local history records from microfilm will continue. Our intent is to continue to use the equipment for many future projects, including earlier editions of newspapers from the Indiana Boys' School (September 1893 - 1896). The microfilm scanner will also be available for library patrons to use.

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.

Temporary staff \$15.00 per hour x 500 hours = \$7500.00
Graphic design for banner stand \$65.00

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

Joanna Carter, Marketing Manager: 5 hours
Matthew Stevenson, IT support: 10 hours
Laura Brack, IT support: 5 hours
Reann Poray, Project Director: 50 hours
Rachel Ziegler, Organization Director: 20 hours
Jessica Elston, Fiscal Agent: 10 hours
Total estimate: \$2500.00

SUPPLIES

Describe budget items to be paid with LSTA funds.

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

Work station table for microfilm reader/scanner
Task chair for microfilm reader/scanner station

OTHER SERVICES & CHARGES

Describe budget items to be paid with LSTA funds.

Printing of professional promotional project brochure \$250.00

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

CAPITAL OUTLAYS

Describe budget items to be paid with LSTA funds.

Dell Ultra Sharp 24inch monitor #U2412M \$369.99
Logitech Wireless Combo mouse/keyboard #MK320 \$34.99
OptiPlex 7010 Desktop Dell \$699.00
Scan Pro 800 Microfilm Reader/Scanner \$9023.00
Silverwing Single Sided Banner Stand 33.5 x 92 \$205.76
Omni Page Professional 18 (OCR software) \$199.99

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

PART IX. ASSURANCES

The Institute of Museum & Library Services (IMLS) requires the Indiana State Library to obtain certification from its sub-grant applicants regarding federal debt status, debarment and suspension, non-discrimination, a drug-free workplace, and other applicable assurances. These requirements are incorporated in the Assurances Statement below. Review the Statement and sign the certification form. If you receive a grant, you must comply with these requirements.

By signing the application form, the authorizing official, on behalf of the applicant, assures and certifies that, should a sub-grant be awarded, it will comply with the statutes outlined and all related IMLS and ISL regulations. These assurances shall obligate the applicant for the period during which Federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

Certifications Required of All Applicants

1. Financial, Administrative, and Legal Accountability;
2. Debarment and Suspension;
3. Non-Discrimination;
4. Drug-Free Workplace Act of 1988
5. Lobbying
6. E-Verify Employment Eligibility Verification
7. State Ethics Laws
8. Information Technology Accessibility Standards; and
9. Telephone Solicitations Laws

Certification of Authorizing Officials

I have examined this application, and I hereby certify on behalf of the applicant organization that:

1. The information provided is true and correct;
2. All requirements for a complete LSTA Grant application have been fulfilled;
3. The applicant will comply with all applicable payment, accounting, and reporting requirements; and
4. The applicant will comply with applicable certifications regarding Items 1-9 listed above under Certifications Required of All Applicants.

We, the undersigned, hereby certify that should this organization receive a sub-grant, the organization and its leaders will comply with all LSTA regulations, all statutes outlined, requirements as defined by the Indiana State Library (*Managing Your LSTA Grant*), and all applicable Federal statutes and regulations.

Name of Organization	Project Title	Submission Date <i>(month, day, year)</i>
Plainfield-Guilford Township Public Library	Indiana Boys' School Newspapers (Plainfield, Indiana) Digitized from Microfilm	March 14, 2014
Title of Principal Officer	Signature of Principal Officer	Signature Date <i>(month, day, year)</i>
Reann Poray		

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

PROJECT BUDGET

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

Round all amounts to the nearest whole dollar.

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

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

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

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

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

BUDGET ITEM	SOURCE OR METHOD OF COMPUTATION	LSTA GRANT FUNDS	COST SHARING	PROJECT TOTAL
Personal Services				
<i>Salaries & Wages</i>				
Temporary Staff	\$15.00 x 500 hours	\$7,500		\$7,500
Plainfield-Guilford Township Library Staff	100 hours x ave. employee salary		\$2,500	\$2,500
Graphic design for Banner Stand	\$65.00 quote from TKO Graphix	\$65		\$65
<i>Employee Benefits</i>				
TOTAL PERSONAL SERVICES				\$10,065
Supplies				
<i>Supplies</i>				
office supplies	already available in-house			
task chair	already available in-house			
work station table	already available in-house			
TOTAL SUPPLIES				\$0
Other Services & Charges				
<i>Professional Services</i>				
<i>Communication & Transportation</i>				
<i>Printing & Advertising</i>				
printing of professional promotional brochure				\$250
<i>Repair & Maintenance</i>				
TOTAL OTHER SERVICES & CHARGES				
Capital Outlays				
<i>Furniture & Equipment</i>				
Dell Ultra Sharp 24inch monitor #U2412M	price listed on Dell website	\$370		\$370
Logitech Wireless Combo mouse/keyboard #MK	price listed on Dell website	\$35		\$35
OptiPlex 7010 Desktop Dell	price listed on Dell website	\$699		\$699
Scan Pro 800 Microfilm Reader/Scanner	quote from Imaging Office Systems	\$9,023		\$9,023
Silverwing Single Sided Banner Stand	quote from TKO Graphix	\$206		\$206
Omni Page Professional 18	price listed on website	\$200		\$200
<i>Print, AV, Electronic Resources & Collection Materials</i>				

<i>Software</i>			
Content dm license	Indiana State Library		\$0
Training on Content dm	Indiana State Library		\$0
TOTAL CAPITAL OUTLAYS			
BUDGET TOTAL			\$20,848
<p>LSTA funds cannot be used to supplant local or system funds.</p> <p>LSTA funds may not be used for administrative overhead.</p>			

Indiana Boys' School Newspapers Digitization Project
Plainfield-Guilford Township Public Library
March 14, 2014

Appendix A: Additional Digitization Questions

Part 1: General Description

The project will digitize (from microfilm) the issues of the *Indiana Boys' School Herald* newspaper (June 1928 – 1929 and Jan 1933 – June 1942). The newspapers captured the daily life and goings-on at the Indiana Boys' School, a juvenile reform school that was located in Plainfield, Indiana.

The microfilmed newspaper collection that will be digitized includes approximately 2,082 images on 4 reels of 35mm microfilm.

The newspapers were generated on site at print shop on the grounds of the school, and therefore property of the Indiana Department of Corrections. We have received permission from the IDOC to pursue digitizing these newspapers and making the images available online.

Once the grant project is complete, the process of digitizing newspapers and other genealogy/local history records from microfilm will continue. Our intent is to continue to use the equipment for many future projects, including earlier editions of newspapers from the Indiana Boys' School (September 1893 - 1896). The microfilm scanner will also be available for library patrons to use.

Part 2: Historical Significance

The Indiana Boys' School (also called the House of Refuge and the Plainfield Reformatory) was established by Indiana governor Conrad Baker and the State of Indiana in 1867. The purpose of the school was to try and reform juveniles through vocational training and education, rather than traditional "jail" time. Many local Plainfield, Indiana residents were employed at the Indiana Boys' School, working in various capacities from teachers, to administrators, to cooks. Many of these employees lived locally in the Plainfield community. The Indiana Boys' School was closed in 2005 and restructured to become the Plainfield Re-entry Educational Facility, essentially ending the 130-year life it had as a reform school for boys. Our project will make these one-of-a-kind newspapers available and easily accessible to the public—not only locally, but statewide and worldwide. Our hope is that all residents of Indiana—including families of the many Plainfield employees and residents of the school—will be able to read and learn the history of what life was like at the Indiana Boys' School. The easy and open access will allow all to see an anthropological snapshot of life in an Indiana reform

school, which by all accounts was its own self-sustaining society made up of adults and juvenile offenders.

The newspapers featured articles on employees, their families, juvenile residents and their families, Charlton School classes and what was being taught in each vocation, life in the resident cottages, who was new to the school, where former residents ended up—tremendously valuable information for those researching a wide variety of topics, including the social culture in Indiana through the lens of a reform school. Genealogists and family historians who have ancestors who worked at the school will glean a whole different perspective of their relatives' lives.

The Indiana Room at the Plainfield-Guilford Township Public Library consistently receives questions related to the Indiana Boys' School. What a wonderful opportunity it will be to be able to tell patrons—from here and abroad—they can now access these records online for free.

The Indiana State Archives retains the official records of the institution and has some of those offender records available in their digital archives. Those records are limited to the offender's name, county of conviction and date received at the school and do not extend past 1937 due to confidentiality. To our knowledge, there are no supplemental records of the Indiana Boys' School, like these newspapers, available online. The P-GTPL has digitized some photographs of the Indiana Boys' School and those are available on our searchable photograph database.

Part 3: Technical Plan

We plan to use the Scan Pro 800 microfilm scanner to digitize the newspaper images and Omni Page Professional 18 for the OCR software. We will use the State Library's CONTENTdm license and have the minimum technology requirements to use the software.

The library has a dedicated network server that our IT department regularly backs up and we also have an external drive to use if necessary—both of which should store our records until they are transferred to the Indiana Memory database.

Our digitization project workflow includes:

Coordinate Materials: June 2014

- *order project equipment: Scan Pro 800 microfilm scanner, monitor, hard drive, keyboard, table, OCR software

- *set up scanning station (install scanner, software, monitor, hard drive, laptop, table)

- *receive training on Scan Pro 800 from Imaging Office Systems

- *install CONTENT dm (using the State Library's license)
- *receive training on CONTENT dm from the State Library staff
- *consult with library IT staff for support on server storage and CONTENT dm

Coordinate Staffing: June 2014

- *advertise for temporary staff
- *interview and hire temporary staff
- *meet with temporary staff and discuss/organize work schedule and tasks

Project Implementation: July 2014

- *scan the microfilm images (July 2014 - September 2014)
- *upload the images to Indiana Memory (September 2014 - October 2014)
- *Add metadata according to Indiana Memory specifications (September 2014 - October 2014)
- *create launch page on the library's website, which will link to Indiana Memory (October 2014)

We don't anticipate any difficulties in the project, since the newspapers are on microfilm. There won't be an issue with condition or size. We have a positive copy of the film and will do a test to see the quality of the scans on the new equipment. If we find the scans are not acceptable, we will get a duplicate positive of the film (that hasn't been used at all) and use that for the grant project.

The digitization will be done in house.

Part 4: Metadata Plan

We plan to conform to the State Library's metadata standards for Indiana Memory using Dublin Core. Included will be the required elements (TITLE, SUBJECT, ITEM TYPE, TECHNICAL METADATA, ITEM ID, USAGE STATEMENT, DATE ORIGINAL and DATE DIGITAL). We will also plan to include the recommended elements. We will use controlled vocabulary from the recommended thesauri (like Library of Congress and Sears).

Part 5: Management Plan

Our staff training and experience with digitization is mid-level. Most of our experience in digitizing revolves around our local photographs collection. We are currently scanning this collection and uploading the images to an already existing in house photograph index database. Previously, patrons could access the photo database and read a descriptive narrative of the picture, but no photo was attached. The project is ongoing by Indiana Room staff. Project management for the photo digitization is done by Reann Poray, Indiana Room manager. All Indiana Room staff participates in various steps of the process, so

everyone feels ownership in the project. We hope this would continue with the new Indiana Boys' School project.

Training for the Indiana Boys' School newspaper digitization project will include mechanical training on the Scan Pro 800 microfilm scanner (included from Imaging Office Systems), Omni Page Professional OCR software, and CONTENTdm training from the State Library.

Part 6: Supporting Documentation

Sample front page from the *Indiana Boys School Herald*.
Additional documents are not requested or required.

THE INDIANA BOYS' SCHOOL HERALD

DEVOTED TO THE INTEREST OF THE BOYS OF THE INDIANA BOYS' SCHOOL

VOL. XV NO. 25

PLAINFIELD INDIANA. SATURDAY June, 23, 1928

\$1.50 PER Year

FAMOUS SONG COMPOSED BY I.B.S. MAN

The Beautiful Ballad, "I'll Take You Home Again, Kathleen" Was Written By Thomas F. Westendorf While at I. B. S. In 1883.

MADE FAMOUS BY EDISON

The following sketch about "I'll Take You Home Again, Kathleen" the beautiful ballad written and composed in 1883 by Thomas F. Westendorf while assistant superintendent of the Indiana Boys' School, appeared in a recently published book by Thomas A. Edison, entitled "Music That Lives." This song, one of the most popular ever written, is recorded on Edison record No. 30160 by Walter Van Brunt, famous Irish tenor assisted by a male chorus. On the reverse of this record is Friedland's equally famous song of Indiana "On the Banks of the Brandywine" the beautiful little stream in Hancock county, sung of by James Whitcomb Riley and in whose waters, near Greenfield, was the "Ole Swimmer Hole."

Westendorf's ballad appears among the first division of "Hearts Songs" in Edison's volume, so placed because of its popularity, musical quality and beautiful sentiment. "O, Promise Me," "The Rosary" and "Coming Home" appear before "Kathleen" in the book. The sketch is as follows:

Indiana Boys' School Pledge

A S A PLEDGE OF LOYALTY TO MY COUNTRY,
I promise to obey its laws and the rules of this school. I will be honest, truthful, and industrious and will not use vulgar or profane language.

I will live a clean life and act squarely with others. I will be kind to the weak; respectful to women and courteous to all.

God helping me, I will serve my country and honor my flag by striving to be a useful citizen and a manly man.

FORMER BOY VISITS THE SCHOOL TUESDAY

Herman Graves of Terre Haute Makes Good In Detroit, Mich.

NOTICED MANY CHANGES

Some of the officers of the school were somewhat surprised last Wednesday by the appearance of an old boy

NEW BAND MASTER ADDED TO ROSTER

Mr. J. E. Scherer of Indianapolis, Takes The Vacancy Left By Mr. R. A. McKnight.

GREAT IMPROVEMENT NOTICED.

Owing to the recent resignation of Mr. R. A. McKnight, the Music In-

SUNDAY MORNING PROGRAM A REAL ONE

Mr. O. L. Cassidy Directs A Lively Program On Which Many Real Readings Were Rendered.

MUSICAL NUMBERS ALSO GOOD.

A very interesting Sunday Morning Assembly program was rendered at the chapel on June 17, under the auspices of Mr. O. L. Cassidy, Elementary teacher in the School Department of the Institution and Co-officer of Co. C. The readings were representative of a typical Sunday morning program being along a rather thoughtful vein mingled with a bit of the humorous. The school band under the able direction of its instructor, Mr. R. A. McKnight ably supported the musical end of the program, rendering several snappy marches and a dreaming, fantasizing waltz. The program—
 Song—"Love Divine, All Love Excelling"
 Selection—"Mister Joe"
 Reading—"June"
 Reading—"Each In His Own Place"
 Reading—"The Sun Or The Rain"
 Selection—"Ambition"
 Reading—"Gossip Town"
 Reading—"Little Things"
 Reading—"A Crack Shot"
 Reading—"Others"
 Selection—"Norma's Dream" (waltz)

Sam Kokony Band
 Charles Bemis
 Walter Smith
 Sam Kokony Band
 Orville Evans
 John Elliot
 John Smith
 Theo. Thompson
 (waltz)

beautiful sentiment. "O, Promise Me," "The Rosary" and "Coming Home" appear before "Kathleen" in the book. The sketch is as follows:

"Thomas P. Westendorf who wrote 'I'll Take You Home Again, Kathleen' was a professor of music in a Kentucky College. In the years gone by he composed a great many songs, but until Continued on Page Eight.

SALVATION ARMY MAN SPEAKS AGAIN

Maj. Robb and Envoy Mayfield Conduct Services at the Chapel Sunday June 17th.

"THE LITTLE THINGS OF LIFE."

Our old friends, Major Robb and Envoy Mayfield of the Indianapolis Corps of the Salvation Army were our guests and speakers on last Sunday afternoon at our religious services at the chapel, June 17. They come to us every third Sunday in every month to bring gospel of Jesus Christ. They had with them a soldier of the army also, a young man, who seemed to enjoy the services very much. Rev. Rusk was present to lead in prayer.

The Envoy had a word of personal testimony in which he expressed his pleasure in being able to come back, and to speak to us, and he gave us a very brief but powerful talk, full of the real advice that is not only useful but practical as well.

The Major took his text from the ancient but still thrilling story of David and his unequal conflict with Goliath, the giant who had mocked and challenged the best manhood in the Israelite armies.

Continued on Page Eight.

GREAT IMPROVEMENT NOTICED.

Owing to the recent resignation of Mr. R. A. McKnight, the Music Instructor of the School, Mr. J. R. Scherer, of Indianapolis has been procured to fill the music department vacancy. Mr. L. C. Denny, who formerly was the music instructor here, stayed here all day Tuesday to acquaint the new instructor with his new duties.

Mr. Scherer comes to us with the best of recommendations. He was formerly with the I. T. U. Band of Indianapolis (Indianapolis Typographical Union) and also the Penn. Rail Road Band of that city. He organized the Washington Concert Band at Washington three years ago and was its active director until September, 1927.

He has organized and conducted bands and orchestras for the past 15 in Illinois, Arkansas, Penn., and Indiana. He later traveled with the Kramer Circus Band as its director, whose home base is at Wichita, Kas. Mr. Scherer can and does teach any Continued on Page Eight.

LAWNS AND FLOWERS BEDS LOOKING IN FINE SHAPE.

Mr. E. B. Hume, Instructor of the Florist Department and Green House has scored another big bull's-eye this early in the flower season by his many eye-openers about the far-flung campus of the school. These figurative bull's eyes, by the come in the forms of flower-beds and nicely rolled and mowed lawns. He has combined into this beautiful scheme of flowers everything from the lowly poppy to the glowing and stately daffodil of flower fame.

Many new flowers beds have appeared in the lime light of the campus and have received many favorable comments from natives of the school and visitors alike. We believe Mr. Hume, when say, "Say it With Flowers."

Reading "Gossip Town" Orville Evans
Reading "Little Things" John Elliot
Reading "A Crack Shot" John Smith
Reading "Others" Theo. Thompson.
Selection—"Norma's Dream" (waltz) Beard
Reading—"Only A Spoke In The Wheel".....Nudie Featherington
Wheel".....Nudie Featherington
Continued on Page Eight.

I. B. S. TROUNCES THE DIAMOND CHAIN CO.

Benson Makes Shift In Team Due to Parole of Brown—Davenport Tries The Rabbit.

I. B. S. 8—DIAMOND CHAIN 4.

The I. B. S. base ball team chalked up another victory Saturday, June 16, making the seventh straight for the season by defeating the Diamond Chain team of Indianapolis in a well played game by a score of 8 to 2.

Due to the parole of Robert Brown, Mr. Benson found it necessary to make a shift in order to get a short stop. Accordingly he put Hanson on short. Hanson played a good game in this position. He has been doing the pitching so far and has done remarkably well in the box.

Mr. Benson decided to give Davenport a chance to show what he could do on the mound. This is the first time the big boy has had a chance to show what he could do in a real game.

He came through with flying colors pitching a final game. He struck out 13 of the 27 outs and allowed one base on balls. The visitors succeeded in getting to him for five hits. However, he kept them so well scattered they Continued on Page Eight.