

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

Library Development Office  
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MAR 19 2014



## LIBRARY SERVICES AND TECHNOLOGY ACT GRANT APPLICATION

State Form 53456 (R6 / 12-13)  
INDIANA STATE LIBRARY

DEVELOPMENT

## GENERAL INFORMATION

| Grant Program<br><i>please mark with an X</i>                                | Indiana Memory Digitization         | Technology            | Information Access for the Unserved |
|--|-------------------------------------|-----------------------|-------------------------------------|
|  | <b>C</b>                            |                       |                                     |
| Project Title  | Starke County Digitization Project  |                       |                                     |
| Organization   | Starke County Public Library System |                       |                                     |
| Full Mailing Address   | 152 W. Culver Rd.                   |                       |                                     |
| Web Address  | www.scpls.org                       |                       |                                     |
| Organization Director  | Sheila Urwiler                      | E-mail Address        | surwiler@starkecountylibrary.org    |
| Telephone Number   | (574) 772-7323                      | Fax Number            | (574) 772-4207                      |
| Project Director<br><i>contact for grant purposes</i>                        | Ellen Pitcher                       | E-mail Address        | epitcher@starkecountylibrary.org    |
| Telephone Number   | (574) 772-7323                      | Fax Number            | (574-) 772-4207                     |
| Fiscal Agent<br><i>responsible for fiscal reporting</i>                      | Ellen Pitcher                       | E-mail Address        | epitcher@starkecountylibrary.org    |
| Telephone Number   | (574) 772-7323                      | Fax Number            | (574) 772-4207                      |
| Federal Congressional District(s)  | 2                                   | County                | Starke                              |
| Estimated Number of People Served by Project During Grant Period             | 1000                                | LSTA Amount Requested | 2500                                |
| Source of this Number<br><i>US Census, library circulation records, etc.</i> | estimated useage stats              | Amount of Cash Match  | 2100                                |
| FEIN Number/Tax ID Number  | 35-1299680                          | Total Cost of Project | 4600                                |
| Federal DUNS Number<br><i>If unsure of this number, call 1-866-705-5711</i>  | 078287402                           |                       |                                     |

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

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

|                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | 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.  |
| <input type="checkbox"/>            | Establish or enhance electronic and other linkages between and improve coordination to improve library services.   |
| <input type="checkbox"/>            | Provide training and professional development to enhance the skills of the current and future library workforce.   |
| <input type="checkbox"/>            | Develop public and private partnerships with other agencies and community-based organizations.   |
| <input type="checkbox"/>            | Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, with disabilities, and with limited functional literacy or information skills.                      |
| <input type="checkbox"/>            | 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. |
| <input type="checkbox"/>            | 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.

|                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <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>   |
| <input type="checkbox"/>            | <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> |
| <input type="checkbox"/>            | <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.

|                                     |                     |                                     |                           |                                     |                                  |
|-------------------------------------|---------------------|-------------------------------------|---------------------------|-------------------------------------|----------------------------------|
| <input type="checkbox"/>            | Pre-Schoolers (0-5) | <input type="checkbox"/>            | Seniors (65+)             | <input type="checkbox"/>            | Urban Populations                |
| <input type="checkbox"/>            | Children (6-12)     | <input type="checkbox"/>            | People with Special Needs | <input type="checkbox"/>            | Institutionalized Persons        |
| <input type="checkbox"/>            | Youth (13-17)       | <input type="checkbox"/>            | Library Staff             | <input type="checkbox"/>            | Non- or Limited English Speakers |
| <input checked="" type="checkbox"/> | Adults (18-64)      | <input checked="" type="checkbox"/> | Rural Populations         | <input checked="" type="checkbox"/> | Statewide Public                 |

## PART I. PROJECT SUMMARY

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

The project will involve sending our bound county newspapers to be microfilmed. As microfilming is completed, the new format will be advertised, particularly to the County Genealogical and Historical Societies, local 4-H clubs, schools, and other people interested in County history and genealogy. Usage statistics will be kept to monitor the success of this project.

## PART II. NEEDS STATEMENT

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

Starke County has been served over the years by several local newspapers, including the Starke County Democrat, the Starke County Republican, and the Midweek News. The Library is the current repository for these historical newspapers. Copies of these newspapers are no longer maintained by any entity other than the Starke County Public Library and North Judson-Wayne Township Public Library. Our physical collection of historical newspapers is contained in bound volumes and it is imperative that our bound copies be digitized before they are subject to further damage and deterioration. If these volumes were to be lost, the information contained therein will be gone forever. These newspapers contain historical events, obituaries, birth notices, and other important information necessary to historical research and genealogy.

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

This project will address the Plan's first goal, of Information Access, by digitizing the historical record and making it more accessible to patrons. It will protect the historical information by ensuring it survives in a digital format, should the physical items be damaged or destroyed.

## PART III. OBJECTIVES, ACTIVITIES, & EVALUATION

### OBJECTIVES

Describe the overall objectives of your project.

The objective is to preserve the historical record for generations to come, by digitizing local historical newspapers, and making those digital copies available to the public.

## ACTIVITIES

### Describe all project activities in detail.

The following bound volumes of historical newspapers will be digitized:

Midweek News, 1969 - 1973

Starke County Republican, 1969 and 1972

Starke County Democrat, 1969 - 1978

Once digitization is complete, we will advertise the new, more accessible collection, on our website and Facebook account, through our monthly newsletter, and having a segment on the local radio station WKVI. We will contact the Starke County Genealogical Society, the Starke County Historical Society, the schools served by the Library, including Knox, Oregon-Davis, and North Judson-San Pierre. We will share access with the other library that serves Starke County, North Judson-Wayne Township Public Library. We will also work with local 4-H clubs who do genealogy and history projects, to assist them in learning how to use these valuable resources.

Usage statistics will be kept, to monitor use. The Library's Reference Department will work to ensure patrons are able to use these records in their research and study.

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

Reference Librarian Ellen Pitcher will be responsible for communication with the digitization company, shipping materials, and organizing the finished product. Ellen will also be responsible for ensuring adherence to grant guidelines and timely completion of necessary grant paperwork. She will work with the local Genealogical and Historical Societies to make sure their members are aware of the new format, and are able to use them effectively.

All Reference Department staff members will be available to assist patrons in searching and using the digitized content.

Programming Coordinator Rachael Herbert-Varchetto will be responsible for advertising the new collections in our newsletter, website, social media, radio and other outlets as needed.

Children's Librarian Janine Tuttle-Gassere will be responsible for notifying the local 4-H clubs and making sure the youth involved in genealogy projects are able to use the new formats in completing their research.

## 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 are going to publicize the project in the local media. This includes the two local newspapers - The Starke County Leader and the North Judson News. We will have the local radio station, WKVI, run segments about the new format and the easy access for those wishing to learn more about the history of Starke County. We will have notices in our monthly newsletter, on our website [www.scpls.org](http://www.scpls.org), and signage throughout our building; primarily in the history section and our Indiana Room. We will utilize social media to increase awareness of the availability of these resources. Local and regional historical and genealogical societies will be informed and invited to visit and receive training in accessing these resources as needed.

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

As soon as the project is complete.

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

Yes; many smaller and rural libraries are repositories for local newspapers, and frequently are the only resource for locating these historical documents.

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

Materials will be gathered and sent to the Indiana Commission on Public Records for digitizing.  
Reference staff will review training and ensure that they are able to train patrons in using digitized records.  
Reference Librarian will prepare method for gathering usage statistics

### OUTPUTS

Newspapers are preserved for the historical record  
Newspapers and local history are more easily accessible to the public  
Efforts are made to publicize accessibility of these important records

### OUTCOMES

Digitized materials are used by patrons for research and learning  
New patrons are introduced to the library's resources  
Increased usage of the library and its local history resources

### 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 use monthly usage statistics to determine whether the needs were met

### EVALUATION INDICATORS

Usage of the digitized materials will indicate success. Additionally, increased usage of the library and local history resources will indicate success.

### EVALUATION METHODS

Monthly statistics for use of microfilm materials  
 Monthly patron visits to Indiana Room, as well as the library as a whole

## 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") |
| Gathering materials, shipping to be digitized | Ellen Pitcher | Ongoing                            |
|   |               |                                    |
|   |               |                                    |
|   |               |                                    |

| COMMUNICATION                           |                           |                                    |
|---|---------------------------|------------------------------------|
| ACTIVITY                                | WHO                       | WHEN (month and year or "ongoing") |
| Reporting to newspapers and other media | Rachael Herbert-Varchetto | No later than February 2015        |
|   |                           |                                    |
|   |                           |                                    |

| EVALUATION          |               |                                    |
|---------------------|---------------|------------------------------------|
| ACTIVITY            | WHO           | WHEN (month and year or "ongoing") |
| Checking statistics | Ellen Pitcher | Ongoing                            |
|                     |               |                                    |
|                     |               |                                    |

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

## PART VII. CONTINUATION PLAN

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

The benefits will be the preservation of local newspapers. Putting these bound newspapers on microfilm will also make it easier to eventually put them on a website.

## 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.

NONE

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

NONE

**SUPPLIES**

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

Some of the LSTA funds may be used for postal supplies to ship the larger bound volumes if proper containers can not be found onsite

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

Same as above

**OTHER SERVICES & CHARGES**

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

LSTA funds will be used for the costs of having the Indiana Commission on Public Records complete the digitization process. LSTA funds may be used to ship bound volumes if they can not be shipped by Info Express.

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

Same as above

**CAPITAL OUTLAYS**

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

NONE

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

NONE

### PART IX. ASSURANCES

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

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

#### Certifications Required of All Applicants

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

#### Certification of Authorizing Officials

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

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

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

| Name of Organization                | Project Title   | Submission Date<br>(month, day, year) |
|-------------------------------------|---|---------------------------------------|
| Starke County Public Library System | Starke County Newspaper Digitization Project  | 03/11/14                              |
| Title of Principal Officer          | Signature of Principal Officer  | Signature Date<br>(month, day, year)  |
| Sheila Urwiler                      |  | 3/11/14                               |

### STATE LIBRARY USE ONLY

| Project Number | Approved |        | Not Approved |         | Amount Awarded |      |               |
|----------------|----------|--------|--------------|---------|----------------|------|---------------|
|                | Public   | School | Academic     | Special | Multi-Type     | SLAA | Institutional |
| Library Type   |          |        |              |         |                |      |               |

# PROJECT BUDGET - PUBLIC SCHOOL LIBRARIES

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. Text boxes will 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.

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DEVELOPMENT

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>100. Personal Services</i>                   |  |                  |              |               |
| 110. Certified salaries                         |  |                  |              |               |
| 120. Noncertified salaries                      |  |                  |              |               |
| <i>200. Employee Benefits</i>                   |  |                  |              |               |
| 211. Social Security for noncertified salaries  |  |                  |              |               |
| 212. Social Security for certified salaries     |  |                  |              |               |
| <b>TOTAL PERSONAL SERVICES</b>                  |  |                  |              |               |
| <b>Services</b>                                 |  |                  |              |               |
| <i>300. Purchased Services</i>                  |  |                  |              |               |
| 310. Professional and technical services        |  |                  |              |               |
| digitization from (Commission of Public Records | 24, 544 pages at .18 a room for some issues with | \$2,400          | \$2,100      | \$4,500       |
| 316. Data processing services                   |  |                  |              |               |
| <i>320. Property Services</i>                   |  |                  |              |               |
| 323. Repairs and maintenance services           |  |                  |              |               |
| 325. Rentals                                    |  |                  |              |               |
| <b>TOTAL SERVICES</b>                           |  |                  |              |               |
| <b>Supplies &amp; Materials</b>                 |  |                  |              |               |
| <i>400. Supplies &amp; Materials</i>            |  |                  |              |               |
| 410. Supplies                                   |  |                  |              |               |
| postal supplies                                 | estimation                                       | \$100            | \$100        | \$200         |
| <b>TOTAL SUPPLIES</b>                           |  |                  |              |               |

**Technology**

*690. Technology*

|                                   |  |         |         |         |
|-----------------------------------|--|---------|---------|---------|
| 691. Computer hardware            |  |         |         |         |
| 692. Distance learning equipment  |  |         |         |         |
| 693. Wireless equipment           |  |         |         |         |
| 694. Connectivity                 |  |         |         |         |
| 695. Telecommunications equipment |  |         |         |         |
| 696. Other technology hardware    |  |         |         |         |
| 697. Content                      |  |         |         |         |
| 698. Professional development     |  |         |         |         |
| <b>TOTAL TECHNOLOGY</b>           |  |         |         |         |
| <b>BUDGET TOTAL</b>               |  | \$2,500 | \$2,200 | \$4,700 |

LSTA funds cannot be used to supplant local or system funds.  
LSTA funds may not be used for administrative overhead.

| <b>Technology</b>   |  |         |         |
|---|--|---------|---------|
| <i>690. Technology</i>  |  |         |         |
| 691. Computer hardware  |  |         |         |
| 692. Distance learning equipment  |  |         |         |
| 693. Wireless equipment   |  |         |         |
| 694. Connectivity   |  |         |         |
| 695. Telecommunications equipment   |  |         |         |
| 696. Other technology hardware  |  |         |         |
| 697. Content  |  |         |         |
| 698. Professional development   |  |         |         |
| <b>TOTAL TECHNOLOGY</b>   |  |         |         |
| <b>BUDGET TOTAL</b>   |  | \$2,500 | \$2,200 |
|   |  |         | \$4,700 |
| <b>LSTA funds cannot be used to supplant local or system funds.</b><br><b>LSTA funds may not be used for administrative overhead.</b> |  |         |         |

## Appendix A: Additional Digitization Questions

### Part 1: General Description

Describe the materials to be digitized.

1. How many objects, images, books, pages, etc. will be digitized by completion of grant?
2. Discuss any copyright issues related to this collection.

### Part 2: Historical Significance

1. How and why does the material contribute to the knowledge and understanding of Indiana history locally, regionally, nationally, or worldwide?
2. Is the material one of a kind or does it supplement existing material already available online?
3. Does the style or physical "artifact" nature of the material provide unique information in and of itself?

### Part 3: Technical Plan

1. What hardware or software will be used? *Please note: The State Library will provide access to the CONTENTdm statewide license at no cost. If you plan to use the ISL statewide CONTENTdm license, contact the Indiana State Library before submitting your application.*
2. Please indicate which of the following three options your institution will utilize:
  - a. We will use the State Library's CONTENTdm license, and we have the minimum technology requirements to use the software.
  - b. We will use our own CONTENTdm license.
  - c. We will use a different digital content management software.
3. If you selected C in question 2, please provide an explanation for why you are using a different content management software and answer the additional questions below.
  - a. How will the images be searched (*what software will be used*)?
  - b. How will the search results be displayed and/or sorted?
  - c. How will images be linked and displayed?
  - d. How will you provide metadata and images for *Indiana Memory*?
4. Detail your backup and storage strategy.
5. Detail your migration strategy for long-term preservation of digital resources.
6. Describe any difficulties that might arise in scanning the materials (*oversized, bound, fragile, etc.*).
7. Will the digitization be done in house or sub contracted?
8. If you will sub contract, how will the contractor be selected?
9. If the digitization will be done in house, please document your current technical infrastructure for supporting digital projects (*networks, staff expertise, etc.*).

## Appendix A

### Part 1 General Description

- 1) Approximately 24, 544 pages of microfilm
- 2) There should be no copyright issues

### Part 2 Historical Significance

- 1) The digitizing of these papers will help preserve our local history
- 2)The material contains one-of-a-kind information
- 3)These papers contain local news information such as society news and obituaries.

### Part 3 Technical Plan

### Part 4 Metadata Plan

For this stage of the project we are simply having the bound newspapers put on microfilm by the Commission of Public Records so these questions do not apply

### Part 5 Management Plan

- 1)
  - a)Ellen Pitcher has handle Tobacco Grant administration for the library
  - b ) Not needed
  - c) Scanning will be done by CPR
  - d) Not needed at this time
- 2) We have no partnership with this project