

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	Early Years of Hautian History		
Organization	Vigo County Public Library		
Full Mailing Address	One Library Square, Terre Haute, Indiana 47807		
Web Address	www.vigo.lib.in.us		
Organization Director	Kristi Howe	E-mail Address	khowe@vigo.lib.in.us
Telephone Number	(812) 645-3625	Fax Number	(812) 235-1436
Project Director <i>contact for grant purposes</i>	Brittany Michaels	E-mail Address	bmichaels@vigo.lib.in.us
Telephone Number	(812) 645-3631	Fax Number	(812) 235-1436
Fiscal Agent <i>responsible for fiscal reporting</i>	Dennis Callahan	E-mail Address	dcallahan@vigo.lib.in.us
Telephone Number	(812) 645-3626	Fax Number	(812) 235-1436
Federal Congressional District(s)	8	County	Vigo
Estimated Number of People Served by Project During Grant Period	108,000	LSTA Amount Requested	\$19,866
Source of this Number <i>US Census, library circulation records, etc.</i>	U.S. Census	Amount of Cash Match	\$19,480
FEIN Number/Tax ID Number	35-1300359	Total Cost of Project	\$39,346
Federal DUNS Number <i>If unsure of this number, call 1-866-705-5711</i>	134441203		

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.

The Vigo County Public Library (VCPL) proposes to digitize 73 microfilm reels of early Terre Haute newspapers, spanning 1825-1905. Terre Haute will celebrate its bicentennial along with the State of Indiana in 2016. Digitization of issues from the earliest newspapers printed during the city's infancy will provide historical, cultural, and contextual insight as the city prepares for its 200 year anniversary. The VCPL will work with Northern Micrographics to digitize issues of newspapers that are not currently available online. Once the newspapers are digitized, the Special Collections Department and webmaster will work to add the content to Indiana Memory and Wabash Valley Visions and Voices with CONTENTdm. The Special Collections staff and webmaster will also work to create online exhibitions featuring newspaper highlights from historical events in preparation of the city's and state bicentennial.

PART II. NEEDS STATEMENT

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

Professors, teachers, students, historians, researchers, and genealogists utilize the existing newspaper microfilm collection in the Special Collections Department. As Terre Haute prepares for the state and city's bicentennial celebrations, Library staff anticipate partnerships to encourage educational initiatives and to raise awareness of heritage. The Special Collections department currently owns only 4 microfilm readers, which does not provide an ease of access for even small groups. By increasing access, the Library can strive to raise awareness and encourage more residents to learn about one of the earliest cities in the state.

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.

Information Access – Indiana libraries will provide up-to-date, reliable access to information by utilizing effective telecommunications, technology, and resources.
Digitization and online access to Terre Haute's earliest newspapers will increase abilities and efforts to raise awareness and encourage educational interests and programs about the earliest days of the city of Terre Haute and State of Indiana. Exposure to early printed newspapers in a digital format can expand digital literacy initiatives.

PART III. OBJECTIVES, ACTIVITIES, & EVALUATION

OBJECTIVES

Describe the overall objectives of your project.

Send 73 reels of microfilm to Northern Micrographics for digitization at standards that comply with Indiana Memory Technical Guidelines.
Provide access to the digitized content through Indiana Memory and Wabash Valley Visions and Voices as well as the VCPL's online content management solution software, Laserfiche.
Promote access and awareness of content
Create online interactive exhibitions related to the state and city's bicentennial celebrations

ACTIVITIES

Describe all project activities in detail.

Send master reels of the newspaper microfilm to Northern Micrographics for digitization:

New Harmony Gazette, 1825-1826
Terre Haute Weekly Express, 1868-1872
Terre Haute Semi-Weekly Express, 1896-1897
Terre Haute Gazette Daily, 1870-1874
Terre Haute Gazette Evening, 1902-1905
Terre Haute Gazette Weekly, 1873-1902
Terre Haute American, 1855
Terre Haute Journal, 1851-1854
Terre Haute Daily News, 1880-1891
Terre Haute Daily Tribune, 1903
Terre Haute Daily Union, 1857-1859
Saturday Evening Mail, 1870-1899

Upload content to Indiana Memory, Wabash Valley Visions and Voices and Laserfiche

Promote newly digitized content and points of access through press release, print literature, social media channels, and to related individuals, schools, groups, and organizations in community

Create virtual exhibitions to showcase significant historical markers in Terre Haute and Indiana's history

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

Community Connections Coordinator, Project Director
Special Collections Manager, lead effort to create virtual exhibitions
Special Collections Librarian, support effort to create virtual exhibitions
Public Relations Specialist, promote grant, collection, and points of access
Webmaster, assist with virtual exhibitions and promotions

PART IV. COMMUNICATION PLAN

Grantees are encouraged and expected to publicize the project through available and appropriate media outlets. How will you promote your project to your target audience?

The VCPL's Public Relations Specialist will promote the grant, collections, and points of access throughout the Library and community through print literature, web announcements, press announcements, and notifications to schools, teachers, professors, students, historians, researchers, and genealogists.
The Public Relations Specialist will work to keep the content and grant process relevant as the marketing campaign for the state and city's 2016 celebrations move forward.

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

The Community Connections Coordinator will look for opportunities to present at local, regional, and state conferences about the process and findings of the grant process.

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

Yes, the digitization of newspapers collections with the support of a vendor and grant funds can be replicated. Additionally, providing deeper context to digitization efforts by means of exhibitions can also be replicated.

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

- Staff time to prepare for digitization
- Staff time to add content to CONTENTdm for Indiana Memory and Wabash Valley Visions and Voices
- Staff time to promote content and access points
- Staff time to complete research and create virtual exhibitions

OUTPUTS

- Database statistics
- Patron feedback
- Webpage views for online exhibitions

OUTCOMES

- Increase access to Terre Haute early newspapers
- Increased awareness about significant historical events
- Increased awareness of Indiana Memory
- Increased awareness of Wabash Valley Visions and Voices
- Increased awareness of the state and city bicentennial celebrations

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).

The Vigo County Public Library will:

- Review database statistics
- Review patron feedback
- Review webpage views for the online exhibitions

EVALUATION INDICATORS

- Increase in database statistics
- Patron satisfaction
- Response in webpage views for online exhibition

EVALUATION METHODS

Review and evaluate database statistics
 Review and evaluate patron feedback
 Review and evaluate webpage views for online exhibition

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")
Coordinate microfilm reels to Northern Micrographics	Project Director	June 2014
Digitize reels	Northern Micrographics	July-August 2014
Research content for exhibitions	SpC Mgr and Librarian	July-August 2014
Add digitized content to CONTENTdm and Laserfiche	SpC Mgr and Librarian	August-Sept. 2014

COMMUNICATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
Develop announcements for website and in-house literature	Public Relations Specialist	August-Sept. 2014
Create and send press announcements and articles to local media outlets	Public Relations Specialist	August-Sept. 2014
Develop posts for social media channels	Public Relations Specialist	August-Sept. 2014
Announcement to related groups	Public Relations Specialist	August-Sept. 2014

EVALUATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
Review database statistics	Project Director	ongoing
Review patron feedback	Project Director and SpC Mgr	ongoing
Review webpage views	Project Director	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 digitized newspapers will add to the ongoing conversation in the Vigo County community about the city and state bicentennial celebrations in 2016. Efforts will be ongoing at the Vigo County Public Library to develop interest in the city and state's heritage and share access to resources.

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).

Community Connections Coordinator at 10% of annual rate
Special Collections Manager at 10% of annual rate
Special Collections Librarian at 10% of annual rate
Webmaster at 10% of annual rate
Public Relations Specialist at 5% of annual rate

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).

N/A

OTHER SERVICES & CHARGES

Describe budget items to be paid with LSTA funds.

Northern Micrographics digitization 66 reels at \$301 per reel

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

Nothern Micrographics digitization 7 reels at \$301 per reel

CAPITAL OUTLAYS

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

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>
Vigo County Public Library	Early Years of Houtian History	03/14/2014
Title of Principal Officer	Signature of Principal Officer	Signature Date <i>(month, day, year)</i>
Library Director		03/12/2014

STATE LIBRARY USE ONLY

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

PROJECT BUDGET

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

Round all amounts to the nearest whole dollar.

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

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

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

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

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

BUDGET ITEM	SOURCE OR METHOD OF COMPUTATION	LSTA GRANT FUNDS	COST SHARING	PROJECT TOTAL
Personal Services				
<i>Salaries & Wages</i>				
Community Connections Coordinator	10% of annual rate		\$4,750.00	
Special Collections Manager	10% of annual rate		\$3,620.00	
Special Collections Librarian	10% of annual rate		\$3,520.00	
Webmaster	10% of annual rate		\$3,420.00	
Public Relations Specialist	5% of annual rate		\$2,063.00	
<i>Employee Benefits</i>				
N/A				
TOTAL PERSONAL SERVICES			\$17,373	\$17,373
Supplies				
<i>Supplies</i>				
N/A				
TOTAL SUPPLIES				\$0
Other Services & Charges				
<i>Professional Services</i>				
Northern Micrographics	7 reels at \$301 per reel		\$2,107	\$2,107
Northern Micrographics	66 reels at \$301 per reel	\$19,866		\$19,866
<i>Communication & Transportation</i>				
N/A				
<i>Printing & Advertising</i>				
N/A				
<i>Repair & Maintenance</i>				
N/A				
TOTAL OTHER SERVICES & CHARGES		\$19,866	\$2,107	\$21,973
Capital Outlays				
<i>Furniture & Equipment</i>				
N/A				
N/A				
<i>Print, AV, Electronic Resources & Collection Materials</i>				
N/A				
N/A				
<i>Software</i>				
N/A				
<i>Other Capital Outlays</i>				
N/A				

TOTAL CAPITAL OUTLAYS			\$0
BUDGET TOTAL	\$19,866	\$19,480	\$39,346
<p>LSTA funds cannot be used to supplant local or system funds.</p> <p>LSTA funds may not be used for administrative overhead.</p>			

LSTA Indiana Memory Digitization Grant 2014

Vigo County Public Library

Appendix A: Additional Digitization Questions

March 14, 2014

Part I.

1. The early newspaper collection includes a variety of Terre Haute newspapers from the nineteenth and twentieth centuries. Many newspaper runs were short-lived.
2. 73 reels of microfilm will be digitized.
3. All of the newspapers are pre-1923 and out of copyright.

Part II.

1. Terre Haute newspapers offer a unique perspective as the city and state share a birth year. Early newspapers will provide a glimpse from Indiana's pioneer days.
2. The newspapers that will be digitized do not exist online.
3. No

Part III.

1. The VCPL will utilize the free CONTENTdm license to post to Indiana Memory and Wabash Valley Visions and Voices. The Library will also add the digitized content to the Library's online content management solution product, Laserfiche.
2. The VCPL will use free CONTENTdm license.
3. The VCPL will use the CONTENTdm license provided by ISL.
4. The microfilm master reels will be stored with the Indiana State Library. The online content will be backed up each evening and stored on the Library's server as well as the server space allotted to the VCPL through the agreement with Wabash Valley Visions and Voices.
5. Upon notification of the grant award, the project coordinator will arrange the master reels to be sent to Northern Micrographics. Once the content is digitized, the Library staff will work to add the content to CONTENTdm and Laserfiche to make it accessible online. Staff will research significant historical events to highlight in a larger context through a virtual exhibition.
6. The VCPL does not anticipate any digitization difficulties since the newspapers are on microfilm.
7. The VCPL will work with Northern Micrographics. The decision was made based on quality of product according to national standards and competitive pricing.

Part IV.

1. This project's metadata will follow the standards used by Indiana Memory and the National Endowment for the Humanities National Digital Newspaper Program.

Part V.

1. The project director has completed a digitization effort within the last year to have the 1904-1978 issues of the Terre Haute Saturday Spectator digitized and available online through NewspaperArchive.com. The Special Collections Manager has been involved creating metadata for large digitization projects. The project director, Special Collections manager and librarian have had years of scanning experience. The webmaster's primary duties include development and maintenance of the VCPL's website.
2. Grant application is not part of a partnership.

Part VI. No supporting documentation included.