

# 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](http://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>.

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### Grant Guidelines

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

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

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### Application Form

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

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

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### Project Budget

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

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### Digitization Application Supplements

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

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### Application Submission

To apply, **you must mail or hand deliver** one signed original of the application form, a budget worksheet, and any required supplements to the address provided in your grant guidelines. **You must ALSO e-mail a copy** of all application materials to the Library Development Office at [LDO@library.in.gov](mailto: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
	<b>X</b>		
Project Title	Picturing the Past: Images of Old Evansville, Part 2		
Organization	Willard Library		
Full Mailing Address	21 First Ave., Evansville, IN 47710		
Web Address	www.willard.lib.in.us		
Organization Director	Greg Hager	E-mail Address	ghager@willard.lib.in.us
Telephone Number	(812) 425-4309, ext. 104	Fax Number	(812) 421-9742
Project Director <i>contact for grant purposes</i>	Patricia Sides	E-mail Address	psides@willard.lib.in.us
Telephone Number	(812) 425-4309, ext. 114	Fax Number	(812) 425-4303
Fiscal Agent <i>responsible for fiscal reporting</i>	Emily Phillips	E-mail Address	ephillips@willard.lib.in.us
Telephone Number	(812) 425-4309, ext 109	Fax Number	(812) 421-9742
Federal Congressional District(s)	8th	County	Vanderburgh
Estimated Number of People Served by Project During Grant Period	60,000	LSTA Amount Requested	\$12,179
Source of this Number <i>US Census, library circulation records, etc.</i>	Library circulation records	Amount of Cash Match	\$8,840
FEIN Number/Tax ID Number	35-6004230	Total Cost of Project	\$21,019
Federal DUNS Number <i>If unsure of this number, call 1-866-705-5711</i>	120405022		

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

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

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

## INDIANA STATE LIBRARY LSTA GOALS

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

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

## PRIMARY PROJECT AUDIENCE

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

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

## PART I. PROJECT SUMMARY

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

This project will enable the continued digitization and preservation of some of Willard Library's most significant photographic images, with the chief goal of facilitating and expanding access to them. This will mark the second phase of an LSTA digitization project that commenced in 2013. The Library is the repository of the largest collection of historical images of Evansville and regularly receives requests for copies from researchers on the local, state, and national levels. The images document a wide variety of subjects, thus providing a comprehensive overview of life in Evansville and southwestern Indiana from the late 19<sup>th</sup> century to the 1960s, as well as reinforcing the Indiana Bicentennial theme of the 2014 grant program.

Willard Library is scheduled to complete a major building expansion by the end of 2014, which will include a substantially enlarged archives. The staff anticipates a corresponding rise in the number of requests for images, which have traditionally comprised the archive's single most utilized resource.

## PART II. NEEDS STATEMENT

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

Attempts to add our historic images to Willard Library's website in recent years have not been able to match the growing demand for digital access to them due to limited staff. Our 2013 LSTA grant enabled the hiring of a project assistant for the purpose of expediting this process by contributing several thousand images (an estimated 5,000-6,000) to the Indiana Memory Project, which, unlike Willard's website, is searchable. Overall, we estimate there are at least 40,000 images currently in our collection, but, not including the 2013 grant project, only 5% have been digitized. We receive requests for photographic images via in-house visits, telephone, and email; in 2013, copies of at least 600 images were requested by 63 patrons, many of whom were students, authors, genealogists, and miscellaneous professional researchers. In addition, nearly 5,500 were viewed in the library, and about 38,000 online.

Since the majority of images are not digitized, staff must retrieve, scan, and refile images for each request, which is time-consuming for a small staff. Their conversion to a digital format would also help to preserve the originals, because the risks incurred from multiple scanings and handling will be greatly reduced. Grant funds would also provide for the encapsulation of individual images in acid-free envelopes, which will enhance their preservation, as well as back-up copies saved on archival CD-ROMs.

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

The project will directly address Goal 1 (Information Access) by continuing to broaden the accessibility and use of our photographic images. The construction of a major addition to Willard Library recently commenced, with completion expected before the end of 2014. The new building will provide substantially more space for the Archives and expedite the staff's ability to fulfill patron requests, as it anticipates an increase in services, programs, and other activities. This supports Goal 2 (Enhanced Services) of the Five-Year LSTA Plan, because improved accessibility to our vast image collection would promote such services as lifelong learning.

## PART III. OBJECTIVES, ACTIVITIES, & EVALUATION

### OBJECTIVES

Describe the overall objectives of your project.

The objective is to continue to process photographic images for conversion to a digital format for online display and for preservation purposes, as was begun in the 2013 grant project. This will involve an estimated total of 6,000 images from five different collections (International Steel, Meyer-Schlamp, Koch Studio, Payne, and Newman). Many of them will need to be transferred to acid-free sleeves for preservation purposes.

## ACTIVITIES

### Describe all project activities in detail.

1. Hire and train a part-time Project Assistant.
2. Organize photos to be scanned.
3. Inspect photos to see if they need conservation (e.g., encapsulation, mending, cleaning, etc.).
4. Purchase archival sleeves for photo storage.
5. Publicize the grant project via press releases, Facebook, and articles written for the newsletters of professional archival organizations; print flyers for in-house distribution.
6. Plan and implement public programs to introduce the project.
7. Create and maintain spreadsheets with descriptions and metadata.
8. Scan and upload images for approval by the Project Manager.
9. Proof metadata for the images.
10. Prepare and maintain financial reports and records for the project.

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

1. Patricia Sides, Archivist, will serve as Project Director; she will be responsible for Activities 1-6 and 9 listed above.
2. The Project Assistant, will be responsible for Activities 7-8.
3. Emily Phillips, Business Manager, will oversee all financial activities, as listed in Activity 10.

## 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. Press releases to local and regional media outlets
2. Article(s) in the Evansville Courier & Press newspaper
3. Public programs at the library and at other venues in the community
4. Flyers and/or other literature for in-house library patrons
5. Posting of images and project updates on the library's Facebook page
6. Articles sent to the newsletters published by the Society of Indiana Archivists and the Midwest Archives Conference
7. Library staff will be regularly updated about the project to better inform patrons who inquire about the photo collection

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

When the project has been completed, the results will be shared via Facebook, regional media outlets, and the Evansville newspaper, which has an audience well beyond our local jurisdiction. The Archivist/Project Director is also an active member of the Society of Indiana Archivists, the Midwest Archives Conference, and a board member of the Southwestern Indiana Historical Society; she will publicize the project in their publications and at the meetings of these organizations.

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

Yes, for other institutions, regardless of their size, that have historical materials that could be digitized and shared online.

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

Project Director (supervision; proofing metadata; ordering supplies)  
Part-time Project Assistant (scanning and data entry)  
Equipment to produce CD-ROMs  
Preservation supplies (encapsulation materials)

### OUTPUTS

Approximately  
6,000 scanned photographic images  
Approximately 4,800 images encapsulated in archival materials

### OUTCOMES

Increased awareness and accessibility of the library's resources throughout Indiana and beyond  
Broader knowledge of Indiana's history and cultural heritage  
Preservation of important and rare historical images

### 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 most direct method to determine whether the needs of our target group are met will be to track the volume and nature of inquiries received after the project's completion, as well as the locations from which they originate. Selection of images to be digitized is based on the photographer or subjects that are most frequently requested. The Project Director will use tracking instruments for online, telephone, and in-person requests to measure the impact of the project.

### EVALUATION INDICATORS

Tracking requests received via email, telephone, and patrons visiting the library will enable us to measure the outcome of the project. Use of our online databases is measured by Google Analytics to record the quantity of hits on the web pages.

## EVALUATION METHODS

The Project Manager maintains a workflow log recording the number of requests or queries received. The library's monthly automated circulation reports, which define specific categories and statistics for materials used, will also complement the manual tracking system.

## 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")
Hire and train part-time Project Assistant	Project Director	July 2014
Purchase acid-free sleeves and encapsulate unprotected photographic images; organize prints and negatives in preparation for scanning	Project Director; Project Assistant	July 2014
Create and maintain spreadsheets with descriptions and metadata	Project Assistant	ongoing
JulyProof/revise metadata	Project Director	ongoing
Scan and upload images; scan back up copies to CD-ROMs	Project Assistant	ongoing
Prepare quarterly progress reports; track daily/weekly progress	Project Director	ongoing

### COMMUNICATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
Notify media, professional organizations, and other appropriate outlets about the project and its progress	Project Director	ongoing
Plan and conduct public programs to introduce the project	Project Director	ongoing

### EVALUATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
Monitor volume and quality of materials processed	Project Director	ongoing
Track number of requests for images	Project Director	ongoing
Track visits to the library's website	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.

Once the project has been completed, Willard Library will continue to digitize its photographic images. It will seek additional LSTA funds to expedite the process of adding more images to the Indiana Memory Project. Due to the large number of images in the Library's holdings (an estimated 40,000), this will be accomplished in phases. If LSTA funding is not renewed, library staff will continue the project as it has time, perhaps with the assistance of volunteers or interns. It is the Library's long-term, high-priority goal to digitize as many of our images as possible.

## 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.

If the grant is renewed in 2014, it will overlap slightly with the 2013 grant, which we will request be extended until June 30, 2014. We anticipate rehiring the current Project Assistant, who would begin work on the new project in July 2014. During that grant cycle, she will work 800 hours at \$13.00 per hour (\$10,400); her main responsibilities include scanning and uploading images; creating and maintaining spreadsheets; and assisting with the encapsulation of images in archival sleeves.

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

The Project Director will spend an average of 10 hours per week supervising the Project Assistant, communicating with media, planning and implementing public programs to introduce the project, and proofing metadata; this will contribute \$8,400 (400 hours x \$21 per hour).

The Fiscal Agent will spend about 2 hours per month overseeing the financial aspects of the project and preparing the final financial report; this will contribute \$440 (22 hours x \$20 per hour).

### SUPPLIES

Describe budget items to be paid with LSTA funds.

Archival envelopes for an estimated 4,800 prints and negatives (per University Products 2014 catalog):

5" x 7", 28 pkgs. (100 envelopes each) x \$20.40/pkg. = \$571

8" x 10", 20 pkgs. (100 envelopes each) x \$52.55/pkg. = \$1,051

Archival Gold CD-ROMs, 1 pkg. (25 CDs) x \$136/pkg. = \$136

CD envelopes, 1 pkg. (100 envelopes) x \$21 = \$21

Total cost: \$1,779

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.

N/A

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

N/A

## 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>
Willard Library	Picturing the Past: Images of Old Evansville, Part 2	March 12, 2014
Title of Principal Officer	Signature of Principal Officer	Signature Date <i>(month, day, year)</i>
Director		March 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
<b>Personal Services</b>				
<i>Salaries &amp; Wages</i>				
	\$9,600 \$13 per hour x 800 hours	\$10,400		\$10,400
	\$8,400 \$21 per hour x 600 hours		\$8,400	\$8,400
	\$440 \$20 per hour x 22 hours		\$440	\$440
<i>Employee Benefits</i>				
<b>TOTAL PERSONAL SERVICES</b>				
		<b>\$10,400</b>	<b>\$8,840</b>	<b>\$19,240</b>
<b>Supplies</b>				
<i>Supplies</i>				
Archival envelopes	2014 University Products catalog	\$1,622		\$1,622
Archival Gold CD-ROMs and envelopes	2014 University Products catalog	\$157		\$157
<b>TOTAL SUPPLIES</b>				
		<b>\$1,779</b>		<b>\$1,779</b>
<b>Other Services &amp; Charges</b>				
<i>Professional Services</i>				
<i>Communication &amp; Transportation</i>				
<i>Printing &amp; Advertising</i>				
<i>Repair &amp; Maintenance</i>				
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>				
<b>Capital Outlays</b>				
<i>Furniture &amp; Equipment</i>				
<i>Print, AV, Electronic Resources &amp; Collection Materials</i>				
<i>Software</i>				
<i>Other Capital Outlays</i>				
<b>TOTAL CAPITAL OUTLAYS</b>				
<b>BUDGET TOTAL</b>		<b>\$12,179</b>	<b>\$8,840</b>	<b>\$21,019</b>

**LSTA funds cannot be used to supplant local or system funds.**

**LSTA funds may not be used for administrative overhead.**

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## **Appendix A: Additional Digitization Questions**

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

**Describe the materials to be digitized, including the copyright status of the items.**

**1. Include information about the collection creator, time period, and types of images.**

The photographic prints and negatives selected for digitization in the second phase of Willard Library's grant project are from the following collections: Meyer (1,000); Koch Studio (1,500); Payne (65); Newman (approximately 1,235); and International Steel (2,200). They depict a cross-section of daily life in Evansville and span approximately seven to eight decades.

The Meyer and Payne collections date from the late 19-century to the mid-20<sup>th</sup> century, while the Koch Studio and Newman collections date from c. 1936 to the 1960s. Henry A. Meyer was a teacher and local historian who collected photographs; he was the principal contributor to the publication *Evansville, Indiana, 1812-1962*. Robert Koch and Edgar Newman were professional photographers who operated their own studios in Evansville, and John Payne was a collector of historical images of Evansville.

The International Steel images were created by the now-defunct Evansville company and date largely from its incorporation in 1909 to c. 1950-1960. It was a major manufacturer of products sold across the country and beyond (mainly revolving doors), but many images are from the World War II era, when the company built Bailey bridges and other war-related goods.

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

The total number of images to be digitized is 6,000.

**3. Discuss the copyright status of this collection.**

Willard Library owns the copyright to materials selected for the project, and the oldest are in the public domain.

### **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?**

The images provide a glimpse of Evansville's history from the late 1800s to the 1960s. Subjects include people, activities, churches, schools, businesses and industries, the Ohio River, weather events, and parks, among others. Combined, they paint a vivid portrait of daily life in southwestern Indiana during those decades, a portrait that largely reflects life elsewhere during this period, both in Indiana or beyond.

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

For the most part, the material is one of a kind. Very minor duplication of images is a possibility, since other Vanderburgh County libraries have added images to the Indiana Memory website. The collections proposed for digitization in this grant application are largely unique (and specifically selected for that purpose).

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

Besides the unique subjects they depict, many of the photographs have labels or are otherwise identified and dated by some of the photographers.

### **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.**

Willard Library will use the CONTENTdm software provided by the Indiana State Library.

**2-3. Please indicate which of the following three options your institution will utilize:**

We will use the State Library’s CONTENTdm license. Willard Library has the minimum technology requirements to use the software.

**4. Detail your backup and storage strategy.**

Data is backed up daily on a server at Rackspace.com (in Chicago) for long-term storage, as well as on a hot swappable hard drive in the library. The components are stored in a fire-proof vault in the library. Items will also be stored in public image files on the digital image gallery. As the project proceeds, digitized materials will also be backed up on CD-ROMs and flash drives.

**5. Detail your digitization project workflow, outlining what will happen when.**

The same Project Assistant will continue in her capacity, which reduces the training time with CONTENTdm and other procedures. We have learned much during the present grant cycle that will expedite the workflow – e.g., the importance of creating spreadsheets early in the project. Scanning is ongoing, and creating metadata will be less of an impediment, since we have created a controlled vocabulary that will continue to be used in future projects. The proofing of metadata will also be done on a more timely basis in order to prepare quicker uploads to the server.

The notification of media about the grant or related events is undertaken at the beginning of the project, as well as on other occasions when new or other opportunities arise.

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

Overall, the photographic images are in stable condition. The few exceptions are already stored in sleeves and labeled “fragile,” but they will be scanned, unless it is deemed too risky. The large Epson scanner acquired with 2013 LSTA funds has diminished the chances of such difficulties.

**7. Will the digitization be done in house or submitted to a vendor?**

Digitization will be done in house.

**Returning Grantees: If your project is a continuation of an earlier LSTA Digitization grant, please indicate if your methodology will change from your previous grant award. Also indicate how the results of your evaluation from your previous grant will be incorporated into the project.**

Methodology will remain the same, except for some slight changes as noted in #5 above. The Project Director will continue to monitor the types of requests we receive to ensure they best correspond to the images proposed for the next phase of digitization. Increased efforts will be made to stay on pace with the projected outputs.

#### **Part 4: Metadata Plan**

**Describe your plan for creating metadata for the proposed project. Include information about the metadata fields and any controlled vocabularies that will be used. *Please note: All LSTA-funded projects must conform to the State Library’s metadata standards.***

Following the Dublin Core Metadata Guide and the Indiana Memory Project standards, basic image metadata elements (title; subject – LCSH, LCAF; creator; format – item type; date) will be entered and transferred into CONTENTdm. The metadata will include technical information (resolution, file type, etc.) and item ID as well.

#### **Part 5: Management Plan**

**1. Describe your staff training and experience with digitization projects. Specifically detail current staff expertise and/or what training will be available in the following areas:**

**a. Project Management**

Patricia Sides, Archivist, will continue to oversee the project. She is responsible for managing the library’s photograph collection and has been digitizing images for many years, uploading them to the library’s online Photography Gallery and entering descriptive information.

**b. Metadata creation**

The Archivist has gained firsthand experience with CONTENTdm during the 2013 grant project. Prior to that, she acquired considerable experience in creating subject headings for thousands of images added to Willard Library’s Historic Photo Index, as well as to the online Photography

Gallery. In 2009, she completed a library cataloging class in the Archives and Records Administration program at the University of Wisconsin-Milwaukee School of Information Studies.

**c. Scanning software and equipment**

The Archivist has been scanning photographs for over ten years, primarily to produce copies of images requested by patrons and to upload to Willard's website. She has also scanned hundreds of images for two pictorial history books that Willard Library published in 2011 and 2012.

**d. Website development**

Prior to 2013, Willard Library never utilized CONTENTdm software, but when its website was redesigned in recent years, several new databases were developed for it, including the Photography Gallery and the Postcard Gallery. As opportunities arise, the Archivist will attend all training and workshops as needed.

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

**a. What is your relationship to the partner organization?**

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

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

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

We do not plan to formally partner with another institution during the 2014 grant cycle, other than the probability of a joint program with the Rice Library, University of Southern Indiana. In recent years, Willard Library has hosted programs by Jennifer Greene, the University's Archivist, who led demonstrations on how to use the Indiana Memory Project website.