

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 Unservd
	X		
Project Title	Digitization of Newspapers and Historical Documents		
Organization	Wolcott Community Public Library		
Full Mailing Address	PO Box 376 Wolcott, IN 47995		
Web Address	www.mywcpl.cm		
Organization Director	Deanna Dreblow	E-mail Address	wolcottlibrary@mywcpl.com
Telephone Number	(219) 279-2695	Fax Number	(219) 279-2692
Project Director <i>contact for grant purposes</i>	Deanna Dreblow	E-mail Address	wolcottlibrary@mywcpl.com
Telephone Number	(219) 279-2695	Fax Number	(219) 279-2692
Fiscal Agent <i>responsible for fiscal reporting</i>	Deanna Dreblow	E-mail Address	wolcottlibrary@mywcpl.com
Telephone Number	(219) 279-2695	Fax Number	(219) 279-2692
Federal Congressional District(s)	4	County	WHITE
Estimated Number of People Served by Project During Grant Period	4,000	LSTA Amount Requested	14869.00
Source of this Number <i>US Census, library circulation records, etc.</i>	US Census	Amount of Cash Match	1652.00
FEIN Number/Tax ID Number	35-1156655	Total Cost of Project	16521.00
Federal DUNS Number <i>If unsure of this number, call 1-866-705-5711</i>	050425297		

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)		Seniors (65+)		Urban Populations
	Children (6-12)		People with Special Needs		Institutionalized Persons
X	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 Wolcott Community Public Library is requesting to digitize our local newspaper on microfilm dated September 1962 thru August 1968. We also request to digitize newspapers in print form dated September 1968 thru December 31, 2013. One issue of a 1894 paper has been found by our newspaper. We will have this digitized also.

The Wolcott newspaper is presently the only local paper that publishes the majority of the activities of our school district which encompasses a part of three counties. The library wants to preserve these documents available as the only source for this information in the future.

For our town's history we are requesting to digitize the Centennial and Sesquicentennial Wolcott Town books and one book titled, The Anson Wolcott House book dated June 1979. The importance of preserving the history of our town is because of the founder, Anson Wolcott and his home which is a National Historical Landmark.

PART II. NEEDS STATEMENT

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

The Wolcott Community Library houses newspapers but difficult for visitors to view older issues as they have aged, turned brown and brittle. Many are unaccessible for use. Through the years we have received several requests each year for obituaries, articles about certain happenings especially from the older papers which are on microfilm but we do not own a reader or even have room to place one in our facility. With a small budget it is difficult to allow for big needed projects as digitizing. To preserve history of activities, obituaries for genealogy research and local history is important and more important to have easy access to this information. We house a Centennial, Sesquicentennial book and The Anson Wolcott House book we would like to have digitized to preserve the history of our town history. The Wolcott House is marked as a National Historical Landmark. Being the only paper presently publicized in our school district which encompasses parts of three counties, the library wants to preserve these documents as in the future. Besides the newspaper publisher we will be the only source to retain these records for now and for the future.

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.

1. Information Access: Digitizing our historical documents will provide reliable information access to meet the needs of local as well as traveling residents of all ages of Indiana researching genealogy and or history of their families. Having digitized materials as a resource will make it possible to share online these materials for those throughout the State.
2. Having digitized materials will improve our services to our community and surrounding counties especially if we can share with others by easy access over the internet to these documents. By going digital with our documents we not only save time on retrieval, but we preserve its history.
3. Capacity Building: Our library will continue to strive to encourage all staff to attend workshops on new technology and other resources to improve their abilities to help users locate the information they are researching. Staff will be trained to understand the technology of any new item that is provided to our patrons. Hands on training as well as data research will be a continual process to improve the demands of visitors using our library.

PART III. OBJECTIVES, ACTIVITIES, & EVALUATION

OBJECTIVES

Describe the overall objectives of your project.

1. Provide historical materials and documents in digital format for public viewing.
2. Preserve and protect materials from damage by the continual handling of present newspapers.
3. Expand our services to public by Improving the accessibility of historical materials for residents not only locally but statewide.
4. To encourage the young and old to learn and expand on the value of the history.

ACTIVITIES

Describe all project activities in detail.

First item to do is prepare the materials for vendor to pick up for digitization. Make an inventory sheet to save at library and give copy to vendor. Vendor will pick up materials to be digitized and return materials along with new digitized items. All digitized items will be reviewed for accuracy and made ready for patron use.

Inform public of availability by posting signs inside library and at local businesses. Also inform local and county newspapers with list of items digitized and available for viewing in library.

Offer programs to be held at library to share what is available and how to easily access the documents and also to encourage the learning of history of town.

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

Director, Deanna Dreblow will head up this project, with the help of 1 full-time and 1 part-time staff. All boxes will be accounted for and ready for pick up. These sixteen archival cardboard boxes will be securely band for transport. The microfilm consists of only 3 small boxes. will be placed in a bag and box for transporting. Historical books will be securely packed with packing minimizing damages to documents.

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?

Post at library and publicize in our local and neighboring town newspapers. Will also post on Web page, Facebook page and inform local school corporation, and our local Historical Society.

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

We will notify our County newspaper of our completed project and the items available for easy access. Will post at library as well as businesses and inform our local Wolcott Historical Society. Will request Historical Society to include in their next Newsletter. Will post on Web page and on Facebook which includes citizens that grew up in Wolcott but live in other towns, cities or other States. Also will inform State Library that items have been digitized and available to be placed online using the ISL CONTENTdm license.

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

Since the Wolcott Beacon, Wolcott Enterprise and the New Wolcott Enterprise is a local town newspaper pertaining to Wolcott and Remington news, I do not believe other local libraries have copies of our newspapers from all the years or desire to have them digitized.

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 on this project will be minimal as 95% of the materials have been stored in Archival boxes and placed in a temperature controlled environment. Staff will secure each box and tagged on outside the content years and prepare boxes for transport. Staff will help with checklist marking items to be picked up.

Items to be digitized are: Newspapers on Microfilm dating September 1962 through August 1968.

One issue of the the first newspaper Wolcott Enterprise from 1894.

Paper format of Wolcott newspapers dating September 1968 to current year.

Four books of community historical significance, Centennial, Sesquicentennial and 1 book on the Historic Landmark, The Wolcott House will be digitized.

Residents of Wolcott and neighboring townships in local consolidated school corporation will be pleased to have these items in print converted to a disk for easy access to obtain obituaries, past school activities, sports and happenings of significance to them.

In the fast changing world of technology people prefer easy access to information.

OUTPUTS

Programs available at the library providing hands on instruction on how to use the digital files and accessing the information requested.

Programs to expand on the learning of history of our town and historical landmark of the Wolcott House.

Hands on help with visitors seeking the use of digital materials.

OUTCOMES

Expand services by providing access to information easily available at the library or online.

Increase public awareness of local history and the resources available.

Increase the need and value of the library within the community.

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).

By keeping record of usage and by whom has requested these digital records should help to determine if we have met the needs of our target group.

Also plan to have available a short evaluation for users to fill out stating if the information obtained was acceptable and if they were able to find the information they researched.

When the usage records should an increase in the usage of the digital materials over time, we will be confident that we made an impact having these materials available.

EVALUATION INDICATORS

Patrons returning to access the digital records will provide positive results.

Request for more programs highlighting the digital materials available will provide positive results.

Continual usage by first time users and new users will prove this project has met its objectives.

EVALUATION METHODS

Staff will monitor usage of digital items and record if the researcher was successful in retrieving the information they sought.

Short sample survey questions asking a) Did the use of digital information meet their expectations, b) Were they successful in finding their requested information, c) Will they return to access this digital information again, d) Would they recommend others to come to the library to research the digital materials?

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")
Gather all materials to be digitized	Director and staff	June 15 - 30, 2014
Pack materials and secure for protection when they are picked up.	Director and staff	July 1 - 15 2014
On return of materials check inventory make sure everything was returned and in the condition when left our building	Director and staff	Fall 2014
Check digital format and make sure everything can be retrieved and quality is good.	Director and staff	Fall - 2014
Plan programs introducing digital format and the use of.	Director	Late Fall 2014 - continuous as needed.

COMMUNICATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
Inform vendor when all material is ready for pick up	Director	July 1, 2014
Send press release to newspapers informing them of grant	Director	by June 15, 2014
Inform press when project is complete and available for public along with posting at library, on Web page, Facebook and informing school and local Historical Society.	Director	estimated Fall 2014

EVALUATION

ACTIVITY	WHO	WHEN (month and year or "ongoing")
Track use of materials	Circulation staff and Director monitors results	Estimated Fall 2014
Users fill out Evaluation survey	Circulation and Director monitors survey	Fall 2014

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 digital files will be available to patrons long after the grant. The library is storing backup copies off-site for their continued availability. The library board plans to budget the digitalization of current newspapers published.

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.

0.00

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

0.00

SUPPLIES

Describe budget items to be paid with LSTA funds.

0.00

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

\$0.00

OTHER SERVICES & CHARGES

Describe budget items to be paid with LSTA funds.

Scanning of Microfilm, Papers, Books: \$14,045.00
 Indexing of records: 2 indexes (year/month) for papers - \$125.00
 2 Archival quality DVD-Rom Disk - \$100.00
 2 Archival quality Duplicate disc - \$60.00

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

Part of 10% Library match fee will be:

Job Set Up - One time fee - \$350.00

Scanning of Microfilm, Papers, Books: \$992.00

Pick-Up & Delivery: 1 round trip - \$250.00

CAPITAL OUTLAYS

Describe budget items to be paid with LSTA funds.

3LCD Wireless Projector for training at programs to present digital newspapers and how to retrieve information from disks- \$539.00

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

Part of 10% Library match fee will be:

Wireless - 3LCD Wireless Projector - \$60.00

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 (month, day, year)
Wolcott Community Public Library	Indiana Memory Digitization Grant	
Title of Principal Officer	Signature of Principal Officer	Signature Date (month, day, year)
Library Director		

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>				
		\$0	\$0	\$0
<i>Employee Benefits</i>				
		\$0	\$0	\$0
TOTAL PERSONAL SERVICES		\$0	\$0	\$0
Supplies				
<i>Supplies</i>				
		\$0	\$0	\$0
TOTAL SUPPLIES		\$0	\$0	\$0
Other Services & Charges				
<i>Professional Services</i>				
Scanning of Microfilm, Papers, Books:		\$14,045	\$992	\$15,037
Job Set Up - one time fee		\$0	\$350	\$350
Indexing of records: 2 indexes (year/month) for Papers		\$125	\$0	\$125
2 Archival quality DVD-Rom Disk		\$100	\$0	\$100
2 Archival quality Duplicate disc		\$60	\$0	\$60
<i>Communication & Transportation</i>				
Pick-Up & Delivery		\$0	\$250	\$250
<i>Printing & Advertising</i>				
		\$0	\$0	\$0
<i>Repair & Maintenance</i>				
		\$0	\$0	\$0
TOTAL OTHER SERVICES & CHARGES		\$14,330	\$1,592	\$15,922
Capital Outlays				
<i>Furniture & Equipment</i>				
3LCD Wireless Projector		\$539	\$60	\$599
<i>Print, AV, Electronic Resources & Collection Materials</i>				
		\$0	\$0	\$0
<i>Software</i>				
		\$0	\$0	\$0
<i>Other Capital Outlays</i>				
		\$0	\$0	\$0
TOTAL CAPITAL OUTLAYS		\$539	\$60	\$599
BUDGET TOTAL		\$14,869	\$1,652	\$16,521

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

LSTA funds may not be used for administrative overhead.

Appendix A

Wolcott Community Public Library Digitization of Newspapers and Historical Documents

Part 1.

Total number of original (hard copy) newspapers stored: 18 boxes spanning approximately 45 years (from September 1969 through December 2013). Papers were/are published weekly, in “tabloid size” with each individual page being slightly less than 9” wide x 18” in height, doubled and folded in half. Based on observation, each paper averages slightly more than 16 pages per each weekly publication; therefore the estimated number of individual page images to be created from the original papers would be approximately **39,000 images**.

The library also has three rolls of 35mm vesicular microfilm containing images of the newspapers from the beginning of publication in September 1962 through August of 1968. Using the image typical capacity of a 100’ roll of microfilm and observation of one of the rolls, there appear to be about 1,200 pages on each roll for an approximate total of **3,600 images**.

Additionally, the library has identified four (4) books of community historical significance that may be subject to digital conversion. The books are all standard 8.5” x 11” in size and held in removable binders. An observational estimate of the books indicates a total of **430 images**.

The Wolcott Community Public Library has received permission from the newspaper publisher to digitize the materials. She is appreciative that these materials will be preserved in this format for easy access and to preserve the history of the newspapers. She also has no problem having these newspapers shared online for the use of anyone to view.

The Wolcott Centennial and Sesquicentennial book publishers and author have no issues with having these books digitized and available online. I have not been successful in locating the publisher of the older historic book on the Anson Wolcott House dated June 1979. It was prepared by James Associated – Lafayette, Inc.

Architects and Engineers: John S. Allen, AIA, Partner in Charge / Michael Warden, Project Manager, Thomas W. Salmon, Landscape Architect and Planner Consultant.

Part 2.

Our town was founded during the "Land Baron" Era in Indiana History - The last part of Indiana to be settled was the northwestern area, primarily because much of it was prairie, wet, swampy, with sand hills, etc. and it was considered not to be a very desirable area. This changed in the 1850's as a number of land promoters from the east bought up large acreage, had ditches dug to drain the land, then proved to be some of the best farmland in the United States, took advantage of railroads being built westward, and founded many of the towns in the area, often naming them after themselves. As the value of the land increased these "Land Barons", originally holding thousands of acres gradually sold off their holdings into smaller parcels. Our founder of our town, Anson Wolcott was one of these Land Barons. His home was finished right after the Civil War and was given to our township in 1956 by his grandson, Roger Wolcott. It is overseen by the Anson Wolcott Historical Society and the House is a National Historic Landmark.

Our newspapers history from 1962 through today is not old history, but is history and important to families that were born, raised and attended school here. Since 1972 the school consolidated and covers parts of two other counties including the town of Remington. For a small town newspaper to still be published containing local news in Wolcott today is rare. Although some obituaries may be duplicated in bigger papers, the other material is one of a kind and is not available online. There were only so many Wolcott Centennial books published in 1961, this 200 page book has so much history of town that is important for the future and to keep in a format easily available for the public.

Part 3:

The Library will be working with an outside vendor to create the digital files. We will be working with the Indiana State Library to provide digital access to these newspapers and historical materials, using the ISL CONTENTdm license when appropriate.

Back up disc are in the cost of the digitization and will be kept in the Safety Deposit Box at our local bank.

We will inform the public by press releases of Grant receipt and information forthcoming to them ; Gather all materials to be digitize ; Pack materials and secure for protection ; contact vendor that materials are ready for pick up ; On return of materials check inventory make sure everything was returned and in the condition when left our building ; Check digital format and make sure everything can be retrieved and quality is good ; Inform press when project is complete and available for public along with posting at library, on Web page, Facebook and informing school and local Historical Society ; Plan public programs introducing digital format and the use of presented with a projector so all can learn simultaneously.

We have chosen a vendor that comes highly recommended with many testimonials and has been in business for over 30 years and is in Indiana.

Part 4:

We will work with the Indiana State Library to provide the necessary information to comply with the Indiana Memory metadata guidelines.

Part 5:

Besides helping pack the newspapers to be sent for earlier project of microfilming the 1962-1968 newspapers, this is my first digitization project. Training is always first for me and my staff. I was project manager when we received the LSTA Internet Grant upgrading us from dial-up to 56K in 2000. I am active in our community serving on the Historical Society which I put together the Newsletter. I help organize our annual July 4th Festival in Wolcott which brings close to 3,000 – 5,000 visitors and is listed on the Featured Indiana Events.