

**Full Grant Proposal
Library Services and Technology Act FFY 2010**

This form is available for download on our web site via:
<http://www.oregon.gov/OSL/LD/grantmainalt.shtml>. Use 12 point Times New Roman, with one inch margins. The deadline for receipt of the Project Proposal is **5:00 pm on Friday August 14, 2009**.

Part I: General Information

- 1) Project title: Healing Through Collaboration: Completing health information access in Oregon
- 2) Applicant: Oregon College of Oriental Medicine Library
- 3) Address: 10525 SE Cherry Blossom Drive; Portland, OR 97216
- 4) Contact person: Lana Thelen, MSLIS
Phone: 503.253.3443 ext. 134
Email: lthelen@ocom.edu
- 5) Project URL (if any): N/A
- 6) U.S. Congressional District: District 3 (OR)
- 7) List geographic target area to be served by the project: Portland, Oregon metro area; greater Northwest
- 8) Estimated number of persons benefiting from the project: 5,000
- 9) Description of persons benefiting from the project: This project will directly benefit all patrons (including students, faculty, medical personnel, staff, and alumni) at the four institutions participating in the shared catalog: Oregon College of Oriental Medicine, Oregon Health & Science University, National College of Natural Medicine, and Western States Chiropractic College. It will benefit health professionals and citizens interested in acupuncture and Oriental medicine throughout the state and also indirectly benefit patients seeking integrated healthcare from practitioners using this resource.
- 10) Participating libraries and other partners (if any). Note that all participating organizations must also sign section IV.
Oregon Health & Science University

11) Project abstract (one paragraph):

“Healing Through Collaboration” will complete the Portland health libraries consortium catalog by integrating bibliographic data from the Oregon College of Oriental Medicine (OCOM) with the shared catalog used by Oregon Health & Science University (OHSU), National College of Natural Medicine (NCNM), and Western States Chiropractic College (WSCC). Each college brings unique holdings to this collection, including OCOM’s exceptional resources on acupuncture and Oriental medicine (AOM). This project will facilitate better resource sharing among all of the institutions on the consortium catalog, further aiding in the continued development of interdisciplinary scholarship of different health modalities. By making these resources available to all patrons of the institutions and reciprocal libraries via interlibrary loan, there will be an increased awareness of AOM literature, thus opening up potential for better informed health practitioners and patients. Additionally the creation of new records in OCLC’s WorldCat Local will benefit the worldwide library community by offering them to new and rare AOM materials.

12) List the text of the single most relevant goal and high-level outcome from the *Five-Year State Plan 2008-2012* that will be addressed by the grant project.

GOAL # 5: Using Technology to Expand Access and to Increase Efficiency

High Level Outcome C: Access to information is enhanced through the effective use of cost-effective technologies that enable libraries of all types to share resources

13) Briefly describe how the LSTA project will continue after the grant ends, especially noting local support:

OCOM recognizes the immense value of this project and is committed to sustaining it after the LSTA grant cycle is complete. OCOM will commit funds to pay for all ongoing contractual costs, currently estimated at \$4,725 a year, which cover OHSU hosting and support fees for the Millennium III system and ongoing subscription costs for WorldCat Local. It is expected that all pertinent work will be accomplished by the Systems Librarian within the grant timeline; however OCOM will consider extending the position’s tenure should there be a need to continue this position.

14) List letters of support for the project (name, affiliation) that are attached to this application (All letters attached in Appendix I).

- David Adler, MLS, DC, LAc; Central City Concern
- Beth Burch, ND; Oregon College of Oriental Medicine
- Timothy Chapman, PhD, MAOM; Oregon College of Oriental Medicine
- Joseph Coletto, ND, LAc; Oregon College of Oriental Medicine
- Janet Tate Crum, MLS; Oregon Health & Science University
- Michael Gaeta, EdD; Oregon College of Oriental Medicine
- Richard Hammerschlag, PhD; Oregon College of Oriental Medicine
- Peter Martin, LAc; Oregon College of Oriental Medicine
- Rick Severson, MLS; National College of Natural Medicine
- Janet Tapper, MLS; Western States Chiropractic College

PLEASE FILL IN THE FOLLOWING INFORMATION ABOUT THE ANTICIPATED LENGTH OF YOUR GRANT PROJECT:

(Check applicable boxes)
 THIS IS THE 1st YEAR OF A ONE YEAR GRANT PROJECT
 2nd YEAR TWO YEAR
 3rd YEAR THREE YEAR

For projects that are multi-year be sure to include an estimate of the funds anticipated to be needed for the future years in the budget discussion.

OF THE APPLICATIONS SUBMITTED BY THIS AGENCY, THIS ONE HAS A PRIORITY OF: **1 of 1.**

Part II: Project Budget

Proposed project budget (use this format only – do not alter):

(Double click on the table to enter data. Before closing the table, be sure to scroll to the top of it)

Item	Local Cash	Local In-kind	LSTA	Total
Personnel		\$22,680	\$20,800	\$43,480
Benefits		\$3,071	\$5,120	\$8,191
Travel				\$0
Equipment		\$2,800	\$2,552	\$5,352
Supplies	\$750			\$750
Contractual			\$29,290	\$29,290
Library Materials				\$0
Total Direct Charges	\$750	\$28,551	\$57,762	\$87,063
Indirect Charges	\$0	\$0	\$0	\$0
Total Budget	\$750	\$28,551	\$57,762	\$87,063

Proposed second year LSTA amount: N/A Proposed third year LSTA amount: N/A

Part III: Project Narrative (Attach additional pages. See the criteria for grant proposal evaluation in the Grant Guidelines as well as the Grant Application Instructions for more information on this section.)

A. Background of Applicant (describe the agency's ability to undertake this project)

Since its inception in 1983 as a nonprofit educational institution, the Oregon College of Oriental Medicine (OCOM) has established a solid reputation as a leader in the acupuncture and Oriental medicine (AOM) field. OCOM is one of the oldest institutions of its kind in the country and in May of 1989 became the third AOM college in the United States to achieve specialty accreditation from the Accreditation Commission for Acupuncture and Oriental Medicine. In July of 2003, OCOM became the first school to offer an approved doctoral degree in AOM. OCOM is also the first AOM college in the US to receive a federally-funded research grant from the National Institutes of Health (NIH). Currently the college has 270 students enrolled in the masters and doctoral programs. OCOM also has 67 faculty members (43 FTE) and 55 staff members (44 FTE). The college has graduated 917 students (867 Masters and 50 Doctoral) since its inception.

OCOM has a history of successful grant funding. In 1999 OCOM collaborated with Oregon Health & Science University (OHSU) and won a \$7.5 million grant from NIH to set up the Oregon Center for Complementary and Alternative Medicine in Neurological Disorders. In 2001 OCOM's research department was awarded a four-year NIH grant to enhance research literacy and evidence informed practice in academic and clinical training. Since the research department's founding in 1999, OCOM has collaborated with OHSU, National College of Natural Medicine, and Western States Chiropractic College. OCOM has also collaborated with other respected health and research organizations including the University of Arizona, Legacy Health System, Portland State University, and Kaiser Permanente Center for Health Research. These projects have been supported by grants from federal and private institutions.

Lana Thelen, OCOM's College Librarian, will be overseeing the LSTA project "Healing Through Collaboration" with assistance from Janet Tate Crum, Head of Collection Management and Systems at OHSU Library. Lana received her Masters of Science in Library and Information Science from Simmons College in Boston; she also has a Bachelor of Arts in Sociology from the University of California at Berkeley. Prior to working at OCOM, she was the Deputy Director and Outreach Librarian at Perkins Braille & Talking Book Library in Massachusetts where she oversaw two privately funded grant projects. For more information on her qualifications please see the enclosed Curriculum Vitae (Appendix II).

B. Detailed statement of problem

Use of Complementary and Alternative Medicine (CAM) is on the rise. According to a recent nationwide survey conducted by the National Center for Complementary and Alternative Medicine, 38% of the adult US population uses some form of CAM¹. Given the present healthcare climate, in which acupuncture and Oriental medicine (AOM) are increasingly incorporated into Western biomedicine and natural medicine practices it is essential that AOM resources be readily accessible and available to the entire health and healing community in Oregon.

The Oregon College of Oriental Medicine (OCOM) Library has been participating in reciprocal borrowing agreements with the Oregon Health & Science University (OHSU), National College of Natural Medicine (NCNM), and Western States Chiropractic College (WSCC) since 1999; this partnership allows library patrons from any of these institutions to access material from the other libraries. In 2001 OHSU and NCNM created a shared catalog hosted by OHSU using the Millennium III integrated library system and in 2006 WSCC joined this system. This is already one of the most unique health science library catalogs in the country and the addition of OCOM's 5,000 scholarly AOM resources will greatly enhance the scope and depth of the holdings present in the Millennium III catalog.

Currently OCOM has an outmoded library catalog that requires users to visit separate interfaces to view all of the consortium holdings. The limitations of the current catalog are many – it is a standalone, non-integrated system; item availability is not linked to holdings; it does not support MARC records; and users are unable to request material using this system, especially between libraries. Migrating to Millennium III will create consortium transparency to all library users. Further, the addition of OCOM's unique holdings to WorldCat will help spread awareness of AOM titles to an international audience, and because many of OCOM's holdings are rare and out-of-print, the addition of these records will enhance WorldCat's comprehensiveness thus benefiting the library community at large. Millennium III is the best option for OCOM because it will make resource sharing between Portland health libraries easier and because the consortium purchase of Millennium III allows OCOM to be part of a powerful system for a relatively low cost.

The OCOM Library serves OCOM students, faculty, staff, alumni, and health practitioners in the Portland area; it also facilitates the general public's access to information on AOM. In addition, through the consortium, the OCOM library serves patrons from OHSU, NCNM, and WSCC. Supplying current and future health care providers, as well as patients, with information on a broad range of CAM, AOM, and conventional medicine represented in the catalog will greatly improve health and wellness information, innovation, and research in Oregon. Acquiring this grant will complete the Oregon health sciences consortium and truly increase synergy of information access among all institutions involved.

¹ National Center for Complementary and Alternative Medicine. *Statistics of CAM Use in the United States*. Retrieved 3/31/2009, from: <http://nccam.nih.gov/news/camstats/2007/index.htm>

C. Goal, quantified objectives, and activities to address problem (include timeline)**Goals:**

To create seamless access to all library holdings and increase resource sharing among all participating libraries.

Quantified Objectives and Timeline:

The following objectives and activities will be completed to meet the above goals. Target dates are listed by quarter for all grant activities. Relevant pre-grant activities are not included in the list below, but include: continuous evaluation, correction, and quality control of OCOM's bibliographic records and advertising, interviewing, and identifying the Systems Librarian candidate.

Objective One: Migrate 100% of OCOM's present bibliographic data onto the consortium catalog by the end of the third quarter of the grant cycle.

Action	Lead Person(s)	Target Quarter
Hire a .5 FTE Systems Librarian to implement project	College Librarian	Q1
Meet with consortium libraries to discuss best practices in system cataloging	College Librarian & Systems Librarian	Q1
Contract record conversion services with OCLC to convert text-based InMagic records to OCLC MARC Records	Systems Librarian	Q1
Perform intensive clean up and quality control of returned OCLC MARC Records, with an expected error rate of 10%	Systems Librarian	Q1, Q2
Staff training with Millennium Innovative and OCLC	Systems Librarian & College Librarian	Q2
Migrate bibliographic data to Millennium III and WorldCat Local	Systems Librarian & Head of Collection Management and Systems (OHSU)	Q2
Troubleshoot and debug Millennium III and WorldCat Local	Systems Librarian	Q2, Q3
Publicly launch Millennium III and WorldCat Local	Systems Librarian & Head of Collection Management and Systems (OHSU)	Q3

Objective Two: Develop processes and policies to have seamless access between libraries by the end of the second quarter of the grant cycle.

Action	Lead Person(s)	Target Quarter
Meet with consortium libraries to reevaluate resource sharing procedures and policies and renew reciprocal borrowing agreements	College Librarian & Systems Librarian	Q1
Investigate shipping options for interlibrary loan, via library courier or US Postal Service	Systems Librarian	Q1
Barcode library materials	Systems Librarian	Q1, Q2
Publicly launch Millennium III and WorldCat Local (see steps in Objective One for more detail)	Systems Librarian & Head of Collection Management and Systems (OHSU)	Q3

Objective Three: Increase outgoing and incoming interlibrary loan requests with an expected rise of at least 20% by the grant's completion.

Action	Lead Person(s)	Target Quarter
Monitor and maintain detailed interlibrary loan statistics	Systems Librarian & Lead Library Assistant	Q1 – Q4
Create instructional manual and train library staff on how to use the system	Systems Librarian	Q2, Q3
Create promotional materials (flyers, bookmarks, etc) that advertise the new catalog and interlibrary loan features to OCOM library patrons	Systems Librarian	Q2, Q3
Produce promotional materials for consortium library patrons to be distributed by their host libraries that highlight material in OCOM's collection	Systems Librarian	Q3, Q4
Perform workshops and brief trainings on using the new catalog and interlibrary loan functions with faculty, staff, and students	Systems Librarian	Q3, Q4
Create online trainings and screen casts on using the catalog and requesting materials	Systems Librarian	Q3, Q4

D. Budget narrative

Personnel	\$43,480
<u>Local In-Kind</u>	\$22,680
<ul style="list-style-type: none"> • College Librarian .2 FTE (.25 FTE for 6 months prior to the grant beginning - not included in in-kind figure) • Lead Library Assistant.15 FTE (.15 FTE for 6 months prior to the grant - not included in in-kind figure) • Work-study students 15 hours per week (15 hours per week for 6-months prior to grant initiation - not included in in-kind figure) 	
<u>LSTA Funded</u>	\$20,800
<ul style="list-style-type: none"> • Hire one .5 FTE Systems Librarian for 12-months at the rate of \$20/hour. This position will direct the migration of bibliographic data onto Millennium III and WorldCat Local. For a full description of responsibilities see Systems Librarian Job Description (Appendix III) 	
Benefits	\$8,191
<u>Local In-Kind</u>	\$3,071
<ul style="list-style-type: none"> • Benefits for College Librarian and Lead Library Assistant for the grant duration; include health and dental benefits, FICA and Unemployment taxes, and life insurance, at the rate of 20% and 15%, respectively; work-study students do not receive benefits. 	
<u>LSTA Funded</u>	\$5,120
<ul style="list-style-type: none"> • Benefits for Systems Librarian for the grant duration, includes: health and dental benefits, FICA and Unemployment taxes, and life insurance 	
Equipment	\$5,352
<u>Local In-Kind</u>	\$2,800
<ul style="list-style-type: none"> • Workstations (desktop computer, monitor, mouse, keyboard, laser jet printer) provided for College Librarian, Lead Library Assistant, and work-study students assigned to the project 	
<u>LSTA Funded</u>	\$2,552
<ul style="list-style-type: none"> • Workstation (desktop computer, monitor, mouse, keyboard) for the Systems Librarian • Laptop for use by work-study students assigned to the project • Barcode scanner and stand for the front desk 	
Supplies	\$750
<u>Local Cash</u>	\$750
<ul style="list-style-type: none"> • Barcodes for entire collection • Processing materials, including labels, label protectors, security tags, etc. 	

Contractual **\$29,290**

LSTA Funded \$29,290

Funds will be used to pay for contractual charges with the following breakdown:

OCLC Record Conversion and Reconciliation	\$3,800
OCLC Training for 2 staff members	\$1,100
OHSU Server Hosting Fees (one year)	\$3,465
Millennium III Contractual Charges to add changes to Millennium System	\$15,700
Millennium Training	\$4,200
OCLC WorldCat Local Contractual Charges (one year)*	\$1,025

Many of these charges are one-time fees. These include: OCLC record conversion and reconciliation fees to convert the current text-based InMagic bibliographic data to OCLC MARC formatted records (after this conversion has taken place all cataloging will be completed in OCLC MARC format); Millennium Innovative contractual charges to change scope of service, add staff user licenses, and add an additional library to OHSU's contract; and OCLC and Millennium Innovative training fees. The OHSU Server Hosting Fees and OCLC WorldCat Local Contractual Charges represent the only annual contractual fees that will be paid through the grant and paid by OCOM after the grant cycle ends.

**The OCLC WorldCat Local Contractual Charges were not included in the brief grant proposal.*

Project Continuation

As indicated in the contractual charges narrative above, most of the costs included in this grant are one-time fees to initiate services. After the LSTA contract expires, OCOM will continue to support the project by financing all ongoing costs, which include: an annual fee to OHSU for hosting our catalog, an annual subscription fee to WorldCat Local. Note that all Millennium III charges are bundled into the OHSU hosting fee. It is expected that the bulk of work assigned to the Systems Librarian will be completed during the grant's duration; however OCOM is willing to consider extending the tenure of this position if there is outstanding work upon the grant's completion.

Please see the letter from Dr. Timothy Chapman, Vice President of Academic Affairs at OCOM, for further information on OCOM's financial commitment to this project.

E. Evaluation method

Since the goal of this project is to further facilitate resource sharing among Oregon libraries, the primary indicator of success will be found in interlibrary loan statistics. Rates of lending and borrowing will be tracked between libraries. These statistics will be monitored weekly by the Lead Library Assistant and Systems Librarian and reported quarterly by the College Librarian.

Formal and informal patron feedback on the new catalog will be solicited and collected regularly by the Systems Librarian. OCOM Library also currently surveys its users twice a year with an electronic survey. Questions addressing the reception, use, and awareness of the new catalog will be integrated into this questionnaire. The responses to these questions will help the Systems Librarian evaluate the effectiveness of the new system and identify areas still needing improvement. If needed, the Systems Librarian will work in conjunction with the College Librarian to conduct interviews and focus groups to continually improve the system and its usability.

In regards to implementation, the College Librarian, Systems Librarian, and OHSU's Head of Collection Management and Systems will meet regularly via conference call to discuss the project and troubleshoot any problems that may arise. The Systems Librarian and College Librarian will work closely to ensure that the project is on schedule. Any major deviations from the proposed timeline or budget will be discussed with the LSTA Advisory Council.

Publicity

OCOM has a strong interest in celebrating and publicizing this exciting project. Upon confirmation of the award, OCOM will disseminate a brief press release to the following electronic listservs: Librarians of Oriental Medicine (LOOM), Medical Library Association Complementary and Alternative Medicine Special Interest Group, Health Libraries -Northwest, Oregon Library Association, and Pacific Northwest Library Association. Once the catalog is complete, the College Librarian will prepare an article for publication on this unique resource to share with the broader library and acupuncture and Oriental medicine communities. Also upon completion, Judy Carroll, Development Officer at OCOM, will produce a general press release for local news agencies, which outlines the unique qualities of this project and its value to the community.

Part IV: Certification of Application

1. Documentation of project participation (signatures below for each participating library and other partner listed under Part I, number 9 above):

I HAVE READ THE PROPOSAL PRESENTED ON THE PRECEDING PAGES. I AM AWARE OF THE OBLIGATIONS THAT PARTICIPATION IN THE PROPOSED PROJECT WOULD ENTAIL. BY MY SIGNATURE I CERTIFY MY LIBRARY'S COMMITMENT TO PARTICIPATE IN THE PROPOSED PROJECT AS DESCRIBED IN THE PRECEDING PAGES.

2. Certification of the fiscal agent

Fiscal Agent (if different from applicant):

Name and address: Oregon College of Oriental Medicine
10525 SE Cherry Blossom Drive
Portland, OR 97216
Contact person: Susan Sloan
Phone: (503) 253-3443 ext. 114
Email: ssloan@ocom.edu

- a. I affirm that the jurisdiction or agency (henceforth, AGENCY) is the designated fiscal agent for the project described in this application and is empowered to receive and expend funds for the conduct of the proposed grant project.
- b. I affirm that the information contained in this application is true and correct and that the AGENCY for which I am an official has authorized me to submit this application for LSTA grant funds.
- c. I affirm that if this application were to result in the AGENCY being awarded grant funds to carry out the project described in this application, that the AGENCY would comply with all of the requirements for the administration of LSTA grants described in Appendix D of the General Information and Grant Application Guidelines, Library Services and Technology Act.

Susan Sloan, MBA

Name of official authorized to enter into contractual agreements for the AGENCY

Vice President for Finance and CFO

Title

Signature

Date

Part IV: Certification of Application

3. Documentation of project participation (signatures below for each participating library and other partner listed under Part I, number 9 above):

I HAVE READ THE PROPOSAL PRESENTED ON THE PRECEDING PAGES. I AM AWARE OF THE OBLIGATIONS THAT PARTICIPATION IN THE PROPOSED PROJECT WOULD ENTAIL. BY MY SIGNATURE I CERTIFY MY LIBRARY'S COMMITMENT TO PARTICIPATE IN THE PROPOSED PROJECT AS DESCRIBED IN THE PRECEDING PAGES.

<i>Name</i>	<i>Library/Agency</i>	<i>Date</i>
<i>Chris Shaffer</i>	<i>Oregon Health & Science University</i>	<i>August 11, 2009</i>

Signature _____ Date _____

3. Certification for Children’s Internet Protection Act

Public and public school library applicants, and consortia with public or school members **must** check one of the options below (a, b, or c).

a.	The applicant public or public school library has complied with the requirements of Section 9134(f) (1) of the Library Services and Technology Act.
b.	<i>(for consortia only)</i> Prior to using any LSTA funds to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or a public school library, the applicant consortium or group will collect and retain a duly completed Internet Safety Certification from every constituent public library or public school library in accordance with requirements of Section 9134(f) of the Library Services and Technology Act.
c.	The requirements of Section 9134(f) of the Library Services and Technology Act do not apply to the applicant library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or public school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.

Ms. Susan Sloan

Name of official authorized to enter into contractual agreements for the AGENCY

Vice President for Finance and CFO

Title

Signature

Date

This form must be received at the State Library no later than 5:00 p.m. on Friday, August 14, 2009.

Faxed copies will not be accepted. There are no exceptions. If requesting indirect costs, attach appropriate sections of a federally approved indirect cost plan.

Mail or deliver **one copy** of your application to:

Library Development Services
Oregon State Library
250 Winter St., NE
Salem, OR 97301-3950

As a courtesy, the State Library asks that you email an electronic copy of your proposal, without letters of recommendation and appendixes, to *ann.reed@state.or.us*. This does not substitute for the signed, mailed copy.

Table of Contents for Appendices

Appendix I: All support letters listed in Part I, Section 14

Appendix II: Curriculum Vitae for Lana Thelen, College Librarian

Appendix III: Systems Librarian Job Description