

**Brief Grant Proposal for New Projects
Library Services and Technology Act FFY2011**

This form is available for download in Microsoft Word on our web site via:
<http://www.oregon.gov/OSL/LD/grantmainalt.shtml>. Proposals not meeting the following conditions will be returned. The form must not exceed this cover page and two pages of proposal content. A page is defined as one side of a sheet of paper. Use 12 point Times New Roman with one inch margins. The deadline for receipt of this proposal is **5:00 pm on Friday April 16, 2010**. **Use form Appendix D if applying for a second or third year of funding.**

General Information

Project Title: Washington County Digital Library

Applicant: Pacific University Library

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Fiscal Agent (if different than Applicant):

Authorized by:

Title:

Signature:

Date:

PLEASE INDICATE THE ANTICIPATED LENGTH OF YOUR GRANT PROJECT:

(Check applicable boxes)

THIS IS THE 1st YEAR OF A

ONE YEAR GRANT PROJECT.

TWO YEAR

THREE YEAR

For projects that are anticipated to be multi-year projects be sure to include an estimate of the funds anticipated to be needed for future years in the Section 4 budget discussion and Section 5 grid.

THIS IS PRIORITY NA OF THIS ORGANIZATION'S PROPOSALS.

This form must be received at the State Library no later than **5:00 pm on Friday, April 16, 2010**. **Faxed copies will not be accepted**. Mail or deliver **one copy** of your proposal 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, in rtf or Word format, to ann.reed@state.or.us. This does not substitute for the signed, mailed copy.

Project Proposal

Section 1. Insert the exact text of the single most relevant goal and high-level outcome from the *Library Services and Technology Act (LSTA) Five-Year State Plan* that will be addressed by the grant project.

Goal #5: Using technology to expand access and to increase efficiency. B. Access to information is enhanced through the use of cost-effective technologies to deliver information/content

Section 2. Describe the problem that will be addressed by the proposed grant project.

Washington County has many organizations (cultural/historical societies, public libraries, a museum, and academic libraries) that are collecting or housing historical materials about the County. A shared mission of these organizations is to preserve our cultural heritage and provide education and interpretation of these historical collections. Many of these materials are historic photographs. Use of these unique and valuable materials is limited due to the lack of easy accessibility to these dispersed, and often fragile, physical collections.

The majority of requests received by the lead organizations are for historical photographs and for online access to them. Currently only 2.5% of the historic images related to Washington County are available online of an estimated 33,000 documented photographs. Barriers to access exist due to limited resources in staff and equipment; limited open hours for many of the smaller organizations; and limited expertise in using technology to develop new modes of access.

Section 3. Describe the proposed solution that the project will implement. Indicate the project goal, and the quantified objectives that will be used to measure whether the goal is accomplished. Describe briefly the activities that will be undertaken to meet each objective.

Our proposed solution is to create the *Washington County Digital Library (WCDL)*. The goal of the *WCDL* is to build a unique digital collection of historical photographs related to Washington County through an integrated web-accessible digital library with these initial partnering organizations: Washington County Museum (lead partner with largest collection), the public libraries in Beaverton, Hillsboro, Forest Grove, Cornelius, Tigard, and Cedar Mill, Beaverton Historical Society and others. This digital library will benefit students (including primary, secondary, and college ages), researchers, and the general public. This collaborative effort will enable our libraries and organizations to leverage knowledge, expertise, and resources to efficiently use technology to expand access to these unique resources to our patrons and beyond.

We have consulted with the project manager of the Oregon Digital Library Portal (ODLP) who assures us that our project supports ODLP goals. Our selection of a software platform will be informed by recommendations of the Orbis Cascade Alliance's Digital Services Team. Pacific University Library has a membership on this team. We are seeking the best option based on affordability, sustainability and compatibility with other Oregon projects of this nature.

The first year measurable objectives include:

1. To digitize and catalog a core collection of 6000 historical public domain photographs from Pacific University Library, Washington County Museum, and public library partners.

The activities will include: solidify agreements between partners; select core collection; establish schedule and workflow for delivery of materials and storage at two scanning sites, PUL and WCM; set-up the digital library; digitize core collection of materials; create backups of digital materials.

2. Establish collective digitization standards and procedures, including metadata and controlled vocabulary for project.

The activities will include: referencing successful regional projects to create a bibliography of best practices; establish digitization standards and procedures, controlled vocabulary and metadata; create an online resource to document project progress, bibliography, and established standards.

3. Provide training and workshops on digitization, archival practices on handling materials, and using the *WCDL*.

The activities will include: arrange workshops on handling photographic collections; provide training workshops on digitization standards; create teaching resources; provide workshops on using the *WCDL*.

4. Promote and evaluate the use of the collection.

The activities will include: conduct usability testing; provide analysis to participating organizations; promote project to intended users.

Section 4. Provide specifics about the project budget.

The grant will fund a 0.80 FTE Project Manager with a background in digital library and archival management who will oversee the project, provide collection assessment, and training. An increase of 0.20 FTE for the PUL Metadata librarian to assist in metadata creation and digital library set-up and 0.25 FTE for the Collections Manager at WCM for help in collection assessment, supervising student workers and cataloging. Funding for four student workers to operate the two digitization stations at PUL and WCM is also requested. In addition to personnel costs, we are asking LSTA to fund two scanning stations.

Pacific University Library has committed to \$30,445 in-kind contributions of personnel time (0.25 FTE Special Collections Librarian and an additional 0.20 FTE Metadata Librarian) to the production and implementation of the digital library. The WCM has committed to \$27,740 in-kind contributions of personnel time, to the creation of the digital collection, teaching resources, and workshops. PUL will contribute funds to supplies and travel.

Section 5. Proposed project budget summary (Use this format – do not alter it):

(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		\$45,600	\$63,750	\$109,350
Benefits		\$11,385	\$16,450	\$27,835
Travel		\$500		\$500
Equipment			\$4,700	\$4,700
Supplies		\$550		\$550
Contractual			\$15,000	\$15,000
Library Materials		\$300		\$300
Total Direct Charges	\$0	\$58,335	\$99,900	\$158,235
<i>Indirect Charges</i>	\$0	\$0	\$5,994	\$5,994
Total Budget	\$0	\$58,335	\$105,894	\$164,229

Proposed second year LSTA amount: _\$66,090_ Proposed third year LSTA amount: _0_