

APR 22 2011

Appendix D

Received

Brief Proposal # 12-5-PUL

**Brief Grant Proposal for Continuing Projects  
Library Services and Technology Act FFY2012**

This form is available on our Web site via: <http://www.oregon.gov/OSL/LD/grantmainalt.shtml>. Use this form only if applying for continuing grant funding. Proposals not meeting the following conditions will be returned. The form must not exceed the 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. Do not alter the format of this form. The deadline for receipt of this proposal is 5:00 pm on Friday, April 22, 2011.

**General Information**

Project Title: Washington County Heritage Online (*WCHO*)  
[Washington County Digital Library – Year Two]  
Applicant: Pacific University Library

Address: 2043 College Way, Forest Grove OR 97116

Contact Person: Marita Kunkel

Phone: 503-352-1401

Email: [marita.kunkel@pacificu.edu](mailto:marita.kunkel@pacificu.edu)

Fiscal Agent (if different than Applicant):

Authorized by: *CHRIS WILKES*

Title: *VICE PROVOST FOR RESEARCH*

Signature: *Chris Wilkes*

Date: *APRIL 21, 2011*

Project URL (if any): [washingtoncountyheritageproject.pbworks.com](http://washingtoncountyheritageproject.pbworks.com) (wiki)

PLEASE INDICATE THE ANTICIPATED LENGTH OF YOUR GRANT PROJECT:  
(Check applicable boxes)

THIS IS THE  2<sup>nd</sup> YEAR OF A  TWO YEAR GRANT PROJECT  
o 3<sup>rd</sup> YEAR OF A o THREE YEAR

For projects that are anticipated to continue another year, be sure to include an estimate of the future funds anticipated to be needed in the Section 4 budget discussion and Section 5 grid.

THIS IS PRIORITY 1 OF THIS AGENCY'S PROPOSALS.

This form must be received at the State Library no later than 5:00 pm on Friday, April 22, 2011. 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](mailto:ann.reed@state.or.us). This does not substitute for the signed, mailed copy.*

## Appendix D - Brief Proposal for Continuing Projects

**Project Proposal (insert your text after each section)**

Section 1. Briefly describe the project. Indicate the overall goal and objectives of the multi-year project.

*Goal:* Washington County Heritage Online will build a unified digital collection of historical photographs related to Washington County, bringing this vibrant visual history to our citizens.

*Objective 1:* Establish the administrative structure of the *WCHO* cooperative project

*Objective 2:* Build the technical, digital, metadata infrastructure for *WCHO*

*Objective 3:* Assess content and status of partners' collections, develop collection criteria

*Objective 4:* Digitize and create metadata for core collection; introduce website

*Objective 5:* Build sustaining practices to support long term viability of the project

*Objective 6:* Promote *WCHO* within Washington County and regionally

Section 2. Describe the progress accomplished in the current grant year to date and justify the need for continued funding.

In the first quarter of this project, we are progressing well and meeting our goals. We assembled the team that will carry out the Washington County Heritage Online (*WCHO*) project. We have all of our equipment, and licenses have been purchased for Photoshop and Dreamweaver software programs. CONTENTdm was determined to be the best content management system for our project, and it was acquired at a significant discount.

We initiated discussions about metadata and digitization standards for the project, and once decided we will finish writing workflows, which will be used by the student workers, the partnering organizations, and ourselves. A wiki for the project was created, both to keep everyone updated and to foster internal communication. We are consulting with K-12 education specialists at Pacific's College of Education to insure the thematic organization of *WCHO* supports K-12 curricula.

This project was conceived as requiring two years to set up the infrastructure that will allow this project to have long-term sustainability and to meet our goals. We will spend the rest of this year setting up the administrative and technical framework for the project. We will then test the usability of the digitization and metadata standards. Year two goals will focus on continued usability testing, creating training materials, and conducting workshops with our partnering institutions to help them build their online content. They will add their items to the 6,000 images (primarily from the lead partners) that we will digitize by the end of the current grant year. The second year will ensure that we can acquire the fullest amount of participation and exposure for *WCHO*, thereby meeting our goals for grant project.

Section 3. Indicate the project goal for the next year. List the quantified objectives that will be used to measure whether the goal is accomplished. Describe the specific activities that will be undertaken to meet each objective.

Goal for 2012: To continue training for digitizing objects, to add to the established collection, and to use these achievements to help build long-term viability and sustainability for the project.

*1. Preservation training and partner development*

We will create training workshops on preservation and digitization, which will then be offered to our partnering organizations. As we digitize, we will work to build on our relationships with our various partners, and seek to use our progress to foster new relationships with our other potential partners.

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2. *Build sustaining practices to support long term viability of project*  
 We will accomplish this by ensuring that standards and workflows are well documented, and easily accessible to our partners through the project website and/or wiki. In addition, we will establish user groups with the partnering institutions, which will more easily enable them to proceed with further additions to Washington County Heritage Online.
3. *Promote the WCHO within Washington County and regionally*  
 To accomplish this we will: continue to update the project's wiki on current developments; develop promotional materials to be distributed to libraries, schools and cultural heritage organizations in the county; ensure links to WCHO are placed on our partnering organization's websites; make presentations at partnering institutions and schools to promote WCHO; issue press releases to county newspapers, university publications, and other media outlets.

Section 4. Provide specifics about this proposed year's project's budget. Identify any additional resources obtained for the project.

WCM and PUL will continue to contribute staff time to the project (Special Collections Librarian, Metadata Librarian, Collections Manager, WCM Director). WCM will also contribute in-kind money for .20 FTE of a Museum Educator. The project budget will continue the Project Manager position at .90 FTE and increase the Metadata Librarian and Collections Manager to full-time. Both positions are currently funded by their respective institutions at .80 FTE. We will continue to use student workers, so request \$6000 again for this. Grant funds are also requested to purchase Level 2 services for CONTENTdm. PUL will help match cost for this (\$5000 from PUL, \$5000 from grant). PUL and WCM will also contribute space, supplies and travel expenses for the Project Manager. WCM will contribute \$500 in-kind for public access terminals at WCM. Both institutions will provide continuing support for this project after the end of the grant period.

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		\$39,000	\$69,875	\$108,875
Benefits		\$10,380	\$20,916	\$31,296
Travel		\$500		\$500
Equipment		\$500		\$500
Supplies		\$1,500		\$1,500
Contractual		\$5,000	\$5,000	\$10,000
Library Materials		\$500		\$500
<b>Total Direct Charges</b>	\$0	\$57,380	\$95,791	\$153,171
<i>Indirect Charges</i>	\$0	\$0	\$5,387	\$0
<b>Total Budget</b>	\$0	\$57,380	\$101,178	\$153,171

Proposed third year LSTA amount:   0

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