

**Full Grant Proposal  
Library Services and Technology Act FFY 2012**

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. Do not alter the format of this form. The deadline for receipt of the Project Proposal is **5:00 pm on Friday August 12, 2011.**

**Part I: General Information**

- 1. Project title: Washington County Heritage Online, Year Two
- 2. Applicant: Pacific University Library
- 3. Address: 2043 College Way, Forest Grove, OR 97116-1797
- 4. Contact person: Marita Kunkel Phone: 503-352-1401  
Email: [marita.kunkel@pacificu.edu](mailto:marita.kunkel@pacificu.edu)
- 5. Fiscal agent (if different than applicant):
- 6. Project URL (if any): [washingtoncountyheritageonline.org](http://washingtoncountyheritageonline.org) [*forthcoming*]
- 7. U.S. Congressional District: Oregon's 1<sup>st</sup> District
- 8. DUNS number: 05-597-8035
- 9. List geographic target area to be served by the project:

This project focuses on the geographic area of Washington County, Oregon in general, and, eventually, nationwide.

- 10. Estimated number of persons benefiting from the project:

An exact number is difficult to provide. Pacific University's new online institutional repository has averaged over 1,000 visits per week in the second year of its existence, and we anticipate similar broad usage for the Washington County Heritage Online, as the repository will be linked to the websites of all of our local partners and will have harvestable metadata.

- 11. Description of persons benefiting from the project:

Researchers, teachers, students, historians, authors, genealogists, librarians, and the general public will benefit from an organized, easily accessible visual history of Washington County.

- 12. List partnering organizations. All partnering organizations must also sign section IV.1. See instructions for guidance on partners versus participants.

Washington County Museum

13. Project abstract (one paragraph):

Washington County has many organizations which collect and house materials about the county's history. The resources held by this plethora of cultural institutions lack any kind of central organization, which limits access. In addition, many of these collections consist of fragile or uncataloged groups of objects, and this increases the difficulty in accessing the items. Pacific University and Washington County Museum have proposed to begin organizing these collections by building a unified digital collection of historic images related to this region. With the first year of grant money, we commenced work on Washington County Heritage Online (WCHO). The first year goals include establishing the administrative framework for WCHO, building its technical, digital and metadata infrastructure, and beginning the digitization and metadata creation for the core collection. In the second year we will continue to enhance our partnerships with local organizations, continue digitization and metadata creation, promote WCHO, and ensure that WCHO can be both self-sustaining and expandable for the future.

14. Provide 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.

LSTA Goal #5: Using technology to expand access and to increase efficiency

High Level Outcome: Access to information is enhanced through the use of cost-effective technologies to deliver information/content

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

A central outcome of the grant is to *build sustaining practices to support long term viability of Washington County Heritage Online (WCHO)*. Ongoing support and leadership for WCHO has already been committed by Pacific University and Washington County Museum (WCM). The University is a year ahead of schedule in this respect; we are already able to fully fund the position of Digital Resources/Metadata Librarian at full time at the end of Grant Year One. As this person is a key part of the WCHO team, the Metadata Librarian will continue to contribute .40 FTE of her time as an in-kind contribution to the project. The hours of professional staff in the Archives at Pacific University has also been increased, as the new Special Collections/Archives Librarian will spend .50 FTE in the Archives, with .20 FTE being dedicated to this project as an in-kind contribution. In addition, WCM will fund its Curator position at full-time by the end of the two-year grant period with funding from various sources. At the grant's completion, we expect to have a significant number of images, with our two-year goal being 12,000 images. The project's emphasis on training and standardizing procedures is intended to build capacity in local organizations to contribute to WCHO. In order to ensure the long-term viability of WCHO after the expiration of the grant, and to develop other opportunities for new developments, the WCHO Advisory Group will continue to provide leadership. These conditions – permanent staffing, training to build capacity, and cooperative leadership – will sustain WCHO for the long-term.

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16. List letters of support for the project (name, affiliation) that are attached to this application. Do not include letters from project partners listed in #11.

Alfonso Lopez-Vasquez, Centro Cultural; Jose Rivera, Centro Cultural; Peter Leonard, Cedar Mill Library; John Miller, Pacific University Vice President for Academic Affairs and Provost; Ken and Barbara Stinger, Tualatin Historical Society. The letters are found in *Appendix A*.

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

(Check applicable boxes)

THIS IS THE  1<sup>st</sup> YEAR OF A  ONE YEAR GRANT PROJECT  
 2<sup>nd</sup> YEAR  TWO YEAR  
 3<sup>rd</sup> 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.

THIS IS PRIORITY 1 OF THIS ORGANIZATION'S PROPOSALS

**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		\$48,900	\$65,350	\$114,250
Benefits		\$15,731	\$18,938	\$34,669
Travel		\$500	\$500	\$1,000
Equipment		\$500	\$1,500	\$2,000
Supplies		\$500		\$500
Contractual		\$3,000	\$8,500	\$11,500
Library Materials		\$500		\$500
Total Direct Charges	\$0	\$69,631	\$94,788	\$164,419
Indirect Charges**			\$5,687	\$5,687
<b>Total Budget</b>	\$0	\$69,631	\$100,475	\$170,106

\*\* If requesting indirect charges, you **MUST** attach the relevant portion of a current federally-approved indirect cost plan.

Proposed third year LSTA amount:     \$0

**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)*

Pacific University Library (PUL) and Washington County Museum (WCM) are both well qualified and ideally positioned as grant project principals to create and administer Washington County Heritage Online (WCHO). WCHO will draw upon the collection and service strengths of both institutions, as well as those of other libraries and cultural heritage institutions within Washington County, with which both PUL and WCM have built solid working relationships.

Pacific University, established in 1849, is a nationally recognized University devoted to excellence in teaching and learning. The University's Library is an integral part of the Pacific University educational experience, providing professional service and excellent resources for the University's undergraduate and graduate programs. The University Archives is administered by the Library, and a formal archival program has been in place for 20 years. The Archives serve as the institutional memory for the University, playing a lead role in the management of the institution's historical information resources in all media and formats. It manages a photographic collection of over 7400 items.

Library and Archives staff have both experience and expertise in the creation and the management of digital resource collections. Recent examples include the creation of *CommonKnowledge* (<http://commons.pacificu.edu/>), the institutional repository for University scholarship, and the Digital Collections (<http://pacificu.edu/library/digitalcollections/menu.htm>), which currently documents the University's Campus Life and the University's Asian Art Collection. These digital collections use both CONTENTdm and Digital Commons by bepress, so the University staff is familiar with multiple ways of organizing and sharing digital collections.

Pacific University Library has been a participant in several successful grant efforts. As of the last application, PUL had most recently received a multi-institution NHPRC grant designed to help make the archival collections of seven institutional members of the ORBIS-Cascade Alliance more visible, and the travelling archivist for this project will be visiting Pacific in August and October 2011. As part of this grant, PUL has joined the Northwest Digital Archives (NWDA), a membership which is also important for the success of WCHO. As we continue to engage in digital projects, PUL has also become part of a digital preservation pilot, TRAC, with the Orbis Cascade Alliance.

PUL also received several other related grants in 2011. A Faculty Development Grant is funding the Ocular Disease Slide Project, which will digitize and make accessible the large collection of slides held by Pacific University's College of Optometry. This resource will be particularly valuable for instructors at both Pacific and other optometry colleges. Furthermore, PUL is participating in the application for an IMLS National Leadership Grant to develop a Cross-Search and Context Utility for Northwest Digital Archive members, which will provide a single

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entry point into the digital content of all NWDA members. In addition to these projects, the PUL is also part of another LSTA grant, led by Western Oregon University, which seeks to collect and give access to the papers of former Oregon governors from the post-WWII era. PUL's new Local Collections and Publications Services team is assisting with all of these projects, and the group collectively has extensive experience in the areas of digital creation, preservation, metadata, and reference services. Copies of the *curriculum vitae* for the members of this team are located in *Appendix B*. PUL's overall goal with these projects is to integrate all of the new technologies and resources together to create something that can benefit the community, and be easily integrated into the curricula of the University.

The Washington County Museum was established in 1956 to manage heritage materials given to Washington County. Today the Museum is operated by the non-profit Washington County Historical Society. In 1983, following an extensive capital campaign, a new museum with 4,800 square feet of storage and exhibit spaces was opened on the Portland Community College Rock Creek campus. Following an extensive capital campaign that raised \$1.7 million, the WCM began an expansion of its facilities (6,000 square feet) in 2008 to provide new space for its burgeoning collections. In 2011, a grant from the Oregon Cultural Trust is providing for further collections care and improved access. The museum is also currently looking into alternative spaces that will allow for further expansion of exhibits space and collections storage.

The Museum's executive director brings over 20 years of curatorial experience to this project, and 10 years' experience as a member of the Advisory Committee for Northeast Documents Conservation Center. The Curator/Collections Manager is a graduate of San Francisco State University and has over 16 years of museum and gallery experience. Copies of their *curriculum vitae* are located in *Appendix B*.

More than 50 publications have drawn on the Museum's heritage and humanities holdings. During the past two years, three new books based on the photo collections held by the WCM have been published by Acadia Publishing, and two more books are under development this year. Scholars both regionally and internationally have drawn on the collections to explore historical, cultural, and environmental issues at the local and national level. WCHO will allow expansion of WCM's outreach efforts by creating online public access to its image collections.

### *B. Detailed Statement of Problem*

Washington County, with an estimated population of 529,710, is the second largest and most ethnically diverse county in Oregon.<sup>1</sup> The county has a rich history and, as one of the fastest growing counties in the state, it has evolved quickly over the last century. The documentation for this evolution is scattered throughout the county, and, because of the disorganized nature of these collections, it is not certain just how much documentation of local history actually exists. A wide variety of organizations in the county hold items related to the county's history, including historical societies, public libraries, museums and academic libraries. This variety of collections holders is partly responsible for the lack of knowledge concerning local historical

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<sup>1</sup> "State and County Quick Facts." *US Census Bureau*. Accessed 16 June 2011. <http://quickfacts.census.gov/qfd/states/41/41067.html>.

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resources, as the organizations are all at varying levels of development and have varying levels of organization and human/financial resources.

As we began work on this project, it became clear just how necessary our work is. Over the course of the last few months, we have made several site visits, and these visits have given us an accurate picture of the various situations. Some organizations, such as the Tualatin Historical Society, have a well-organized photo collection which is taken care of by volunteers who are already comfortable with computers and scanning. Other organizations, like the Friends of Historic Forest Grove, are working on the physical organization of their photos but do not have the people or resources available to be able to engage in digitization projects on their own. Though we have found many interesting items so far, the basic point we have taken away from these visits is that there is a lack of technological sophistication, resources, and proper archival procedures at most of the organizations with which we are working.

This varied level of organizational and technological sophistication, as well as the physical distances between the various organizations, creates many barriers to access for students, researchers, community patrons, and the broader general public. Online content management addresses this problem. The expectation for online access to resources of all types has also increased in the last decade, and the Internet is the primary way users could access these collections at any time and from any location. WCHO will allow for all of the various collections throughout Washington County to be accessed more easily, which will help researchers and help to promote the organizations holding the historical materials.

Thus far, the overlapping of collections that was expected at the beginning of this project has not turned out to be the case. In fact, there has been very little overlap, and this variety means that WCHO will be even more important for documenting the historical record and preserving the unique identities of the different communities in Washington County. Being able to bring such a rich variety of images to the public will be a major asset for WCHO.

The lead partners have continued to enhance their skill set for the project. Both WCM and PUL have acknowledged that digital collections are quickly becoming a vital service to provide, and they also acknowledge that digital collections can aid researchers and other users. For PUL, the development of CommonKnowledge has shown just how interested users are in online publication and access – the site has had over 52,000 visits in the last year along with 1400 submissions of work.<sup>2</sup> PUL is also acquiring the papers of former Oregon Governor Atiyeh, and these items will also be placed in either in CommonKnowledge or in their own collection on PUL's CONTENTdm site. By participating in these projects and the others listed above, PUL can position itself as a leader in digitization projects in the area, and continue the training and work necessary to insure that the digitization projects created all align with local and national standards. Following these standards also allows for collections to be harvested, thereby gaining exposure outside of the local area.

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<sup>2</sup> Pacific University. "Copy of DC Aggregate Report for Common Knowledge." Created 14 June 2011.

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Washington County Museum has continued to have active research activity, with 181 people contacting the museum with in the first half of this year.<sup>3</sup> The museum has over 28,000 photos, and at the start of the project nothing had been digitized to meet the standards for WCHO. So far we have scanned approximately 800 photos out of WCM's collection. Based on our current activities, WCM will have between 5,000 and 6,000 photos in WCHO by the end of the second year. The activities undertaken for WCHO by WCM will allow for the museum to become a leader in digitization processes for the other cultural institutions in this area, and it will also allow for much easier access for users of the museum's collection.

Many of our organizations work independently in the absence of best practices guidelines and standards, so it is important for us to set WCHO up in a way that allows it to be part of state and nationwide archival initiatives and standards. Among our partners, the standards for description, file naming, and digitization, if they exist at all, are unique to each organization, and most do not have the resources for contracting outside help. This in turn creates inefficiencies and instability, which make physical access difficult and virtual access nearly impossible. The coordinated introduction and adoption of established standards and best practices (e.g. shared terminology, authority index, names and locations index, metadata standards) for both digitization and metadata creation will solve the problem. WCHO will put this standardization process into action through training and participation in the coordinated digitization effort.

*C. 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 the activities that will be undertaken to meet each objective. (include timeline)*

Our proposed solution is to continue the development of Washington County Heritage Online under the leadership of Pacific University Library and Washington County Museum. The organizations which will continue to participate in the project and which have offered strong support and enthusiasm for WCHO include Washington County Cooperative Library Services, eight member libraries, four heritage organizations, and one cultural foundation. Though perhaps outside our original scope, we are particularly pleased to be adding Centro Cultural to the mix for WCHO; the additional of this Latino community group will help us to better convey the development of Washington County in more recent years, and to help us form their developing collection for future generations.

Organizing such a collection collaboratively enables us to leverage our knowledge, expertise, and our human and financial resources to accomplish a goal we could not reach individually. This new partnership will lead to other collaborative efforts to preserve and share Washington County history. The project will build an infrastructure that can support document and manuscript collections, as well as the image collections we are working on now. This strong and flexible infrastructure supports growth and sustainability.

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<sup>3</sup> Washington County Museum, "Library Activity – January 1-June 30, 2011." Created 13 July 2011.

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As outlined above, we have already started scanning the collections at WCM and Pacific University. The scanning standards were adapted from previous standards used by PUL, and from standards used by organizations such as the Library of Congress, Northwest Digital Archives, and the National Archives.<sup>4</sup> PUL and WCM selected CONTENTdm as our content management system for this project. PUL already has experience with CONTENTdm, and will support the database financially in the future. The metadata schema is Dublin Core and we have chosen to use controlled vocabularies for as many of the fields as is feasible. Careful selection of these controlled vocabularies allows for us to exercise some control over the metadata, and to insure continuity across WCHO. In addition to providing continuity, we also expect that these guidelines will make contributing to WCHO easier for our participating institutions.<sup>5</sup> The metadata everyone creates will then be self-submitted for our approval via one of the many CONTENTdm Project Clients we can distribute. The guidelines and documentation for WCHO are included in *Appendix C*.

Using the hardware and software resources purchased this year for WCHO, our aim is to have our participating institutions digitize their own photos and write their own metadata. Our experience in this first year suggests that a mobile scanning unit can greatly facilitate this process, so we are requesting additional equipment for this purpose in Year Two. We will assist them by helping to organize their collections (where necessary); by advising on which images to contribute to WCHO, and by providing the necessary training in digitization and metadata creation. This project is about developing the capacity of members to build a collectively “owned” resource; because of this, we emphasize the fact that our contributing institutions will all keep ownership of their own materials. This will be reflected in all MOUs and in the metadata.

We decided that all online images will be JPEGs between 72-150 dpi, and higher quality images for download and use will not be allowed. This protects everyone, and prevents any infringements of copyright and/or ownership. A graduate intern from Emporia State University’s School of Library and Information Management is also constructing a copyright policy, and he will create a presentation to educate all the participants. This presentation will be placed on the project’s wiki. He will also help to create boilerplate statements for the copyright field in the metadata. In this way, we will be able to make sure that everyone is ready to be responsible for their own protection.

We will also work to build upon the advisory committee’s functions in the second year. This committee, in addition to our commitment to document our standards and workflow, will allow WCHO to continue in the future. Raising awareness for WCHO and promoting it within our

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<sup>4</sup> Examples: National Archives and Records Administration. “Technical guidelines for Digitizing Archival Materials for Electronic Access.”

<http://www.archives.gov/preservation/technical/guidelines.pdf>. Accessed 1 August 2011.

Library of Congress. “Technical reports and Standards.”

<http://www.loc.gov/rr/scitech/trs/trsover.html>. Accessed 1 August 2011.

<sup>5</sup> For this project our controlled vocabularies include: Library of Congress Subject Headings, the Getty Art and Architecture Thesaurus, Library of Congress Name Authority, ISO 639-2, DCMI Type Vocabulary, and ISO 8601 W3C Date/Time Format.

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community will also help to establish the collection, and safeguard its future. We will use social media, traditional media, and presentations for schools and other organizations for publicity. Our target audience includes scholars, K-12 educators and local historians, so we are well prepared to promote WCHO to these groups. We will also make sure to use our media activities to reach the general public, who may also find WCHO useful and enjoyable.

In these ways – building our individual institutions’ capacities, developing a sense of shared ownership and shared planning – the project will be sustained for the foreseeable future. In addition, we are working to make WCHO flexible, so that manuscripts, objects, oral histories, and other items can also be added in the coming years. We anticipate that there will be strong interest in adding these objects, but for this grant period we will continue to focus on the historic photographs. Our goals and activities for the next year are as follows:

Goals for 2012: To continue digitizing and cataloging images to add to the established collection, to continue training partners in these activities, and to use these achievements to help build long-term viability and sustainability for the project.

1. *Continue digitization and cataloging of the collections*  
Digitization and metadata writing will continue as we work towards the two-year goal of 12,000 images for WCHO. Usability testing will also continue.
2. *Training and partner development*  
We will create training workshops on archival storage, 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 use our progress to foster new relationships with other potential partners.
3. *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.
4. *Promote the WCHO within Washington County and regionally*  
To accomplish this we will: continue to update the project’s wiki on current developments; develop and update social media tools; develop promotional materials to be distributed to libraries, schools and cultural heritage organizations in the county; Continue working with Museum Educator at WCM and Pacific University educators to develop potential educational uses for WCHO in the K-12 curriculum; 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.

### Quarter One – 2012

- a. Continue the digitization of collection
- b. Continue training workshops for participating organizations
- c. Develop tools/training so partners can self-submit
- d. Distribute promotional materials
- e. Make presentations about WCHO
- f. Reaffirm Advisory Group functions

Quarter Two – 2012

- a. Continue digitization and submission
- b. Continue promotion
- c. Continue public outreach to connect with additional organizations
- d. Work on educational outreach and materials
- e. Present at conferences

Quarter Three – 2012

- a. Continue digitization and submission
- b. Begin contingency plans for preservation of digital items
- c. Compile documents and guidelines to ensure documentation exists for full project
- d. Continue promotion
- e. Work on educational outreach and materials
- f. Begin plans for completing project, tying up loose ends, potential continuing projects

Quarter Four – 2012

- a. Continue digitization and submission and routinize these activities
- b. Finish contingency plan for digital items
- c. Set up plan for ensuring website maintenance
- d. Make sure submission can continue, set up continuing work

*D. Budget narrative*

**Personnel/Benefits:**\* We are requesting funds from LSTA for the Project Manager, Collections Manager, and student workers:

- The LSTA project budget will fund the Project Manager position at 1.0 FTE. This increase reflects our recognition of the time needed to manage a project at two institutions, as well as the increase in outreach that will occur in grant Year Two (Total LSTA: \$51,000; benefits: \$17,850).
- Adam Mikos, the Curator and Collections Manager at WCM, will be employed at 36 hours/week as of March 2012 as part of an increase in WCM funding; WCM expects to fully fund the position at the end of the grant period. For 2012, we request the remaining .10 FTE from LSTA funds, which will match .10 FTE being given in-kind. In total, Adam will be able to devote .20 FTE to WCHO (Total LSTA: \$4350; benefits: 1,088).
- We will continue to use student workers at both Pacific University and at the Washington County Museum, so request \$10,000 for this purpose (Total LSTA: \$10,000).

WCM and PUL will also continue to contribute staff time to the project:

- Erica Findley, the Metadata Librarian at PUL, is being fully funded by Pacific University by next year, but will donate .40 of her time as an in-kind contribution to WCHO (\$20,500; benefits: \$7,175).
- Eva Guggemos, Special Collections and Archives Librarian at PUL will contribute .20 FTE of her .50 FTE time in the archives as an in-kind contribution to the project (\$11,100; benefits: \$3,885).
- Susan Schubothe, Administrative Assistant for PUL, will contribute .10 FTE as an in-kind donation, for her services in assisting with the administration of the LSTA grant (\$3,450; benefits: \$1,208).
- Samuel Shogren, Director at WCM, will give .05 FTE in-kind in support of WCHO (\$3000; benefits: \$750)

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- The Business Manager at WCM, will give .05 FTE in-kind in support to the administration of WCHO at WCM (\$2000; benefits: \$500)
- The Museum Educator at WCM will give .05 FTE in-kind to assist with the development of educational materials for WCHO (\$2000; benefits: \$500)
- The Librarian at WCM, Winifred Herschaft, will give approximately 200 hours in-kind in support of metadata writing and research at WCM (\$2500; benefits: \$625)

\*Benefits for PUL employees are calculated at 35%; WCM employees at 25%

### **Equipment:**

- WCM will contribute \$500 in-kind for public access terminals at WCM. We request \$1500 from LSTA to buy a mobile scanning station that can be used by our partnering institutions (Total LSTA: \$1500).

### **Travel/Supplies:**

- PUL and WCM will also contribute \$500 in-kind to space, supplies and travel expenses for the Project Manager. Travel expenses also include the costs of promotional and outreach activities in Year Two, so another \$500 is requested from LSTA for this purpose (Total LSTA: \$500).

### **Contractual:**

- Grant funds are also requested to purchase Level 2 services for CONTENTdm. PUL will help match cost for this (\$3000 from PUL, \$8500 from LSTA).

### **Library Materials:**

- \$500 will be given in-kind to support any re-housing of objects that is needed.

### **Indirect Costs:**

- The allowed indirect cost of 6% equals \$5,687. A copy of Pacific University's rate agreement is attached in *Appendix E*.

Both institutions will provide continuing support for this project after the end of the grant period.

### *E. Evaluation method*

The assessment of the grant will be carried out through direct measurements of the objectives in Section C of this grant application, in addition to additional qualitative and quantitative measurements that will help us to measure the accessibility and usability of WCHO. We will report on the progress towards the objectives in the Quarterly Reports.

For the additional qualitative and quantitative, we will look at the following:

- Usability testing results from public and our partners
- Web traffic statistics/indicators, including visits, unique visitors, traffic sources, search engine terms, etc.
- User feedback from the feedback form on the WCHO website, which will include space for extended written comments
- Feedback after training sessions with partnering institutions
- Access statistics for individual items in WCHO
- Personnel from all partners and participating institutions will meet in the 4<sup>th</sup> Quarter of the grant (Nov. 2012-Jan. 2013) to perform a collaborative evaluation of the project. All of the data and feedback from the above evaluation measures, in addition to the quarterly reports, will be used to make a summative evaluation of WCHO.

**Appendices:**

**Appendix A:** Letters of Support

**Appendix B:** Resumes/CVs of: Lindsay Prescott, Eva Guggemos, Samuel Shogren,  
Adam Mikos, Erica Findley, and Isaac Gilman

**Appendix C:** WCHO Documentation and Standards

**Appendix D:** Timeline

**Appendix E:** Pacific University’s Rate Agreement

**Part IV: Certification of Application**

1. Documentation of project support. Partners listed in Part I, number 11 must sign. The grant applicant signs IV.3.d. If the fiscal agent is different than the applicant, they sign IV.3.e.

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

<i>Name</i>	<i>Library/Organization</i>	<i>Signature</i>	<i>Date</i>
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2. 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. Every computer connecting to the Internet, public and staff, is filtered. The filter can be disabled upon request of adults.
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. Every computer connecting to the Internet, public and staff, is filtered. The filter can be disabled upon request of adults.
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.

3. Certification of the grant applicant and/or fiscal agent (if different than applicant)

- a. I affirm that the jurisdiction or organization (henceforth, ORGANIZATION) 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 ORGANIZATION 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 ORGANIZATION being awarded grant funds to carry out the project described in this application, that the ORGANIZATION would comply with all of the federal and state requirements for the administration of LSTA grants, including part IV.2 above and allowable costs described in Appendix B of the General Information and Grant Application Guidelines, Library Services and Technology Act.

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4. Signature of grant applicant

\_\_\_\_\_  
Name of official authorized to enter into contractual agreements for the ORGANIZATION

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone number

5. Signature of fiscal agent (if different than applicant or if applicant is not a 501(c)3 or legally established entity or if applicant does not have contract authority for the ORGANIZATION)

\_\_\_\_\_  
Name of official authorized to enter into contractual agreements for the ORGANIZATION

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone number

**This form must be received at the State Library no later than 5:00 p.m. on Friday, August 12, 2011.**

**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:

Appendix E – Full Application

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, without letters of recommendation and appendixes, to *ann.reed@state.or.us*. This does not substitute for the signed, mailed copy.