

**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: Historic Oregonian Digitization
2. Applicant: University of Oregon / University of Oregon Libraries
3. Address: Office of Research Services and Administration, 5219 University of Oregon, Eugene, OR 97403-5219
4. Contact person Karen Estlund (technical) Phone: 541-346-1854  
Email: [kestlund@uoregon.edu](mailto:kestlund@uoregon.edu)  
Contact Person: Kari Vandergust (administrative) Phone: 541-346-5131  
Email: [orsa@uoregon.edu](mailto:orsa@uoregon.edu)
5. Fiscal agent (if different than applicant): Kimberly Andrews Espy, Vice President for Research and Innovation, Dean of the Graduate School
6. Project URL (if any): <http://oregonnews.uoregon.edu>
7. U.S. Congressional District: 4th
8. DUNS number: 948117312
9. List geographic target area to be served by the project: State of Oregon
10. Estimated number of persons benefiting from the project: 3 million
11. Description of persons benefiting from the project:  
The project will serve the needs of Oregon citizens, local government, students, local businesses, local historians, journalists, educators, local arts communities, urban planners, and researchers.
12. List partnering organizations. All partnering organizations must also sign section IV.1. See instructions for guidance on partners versus participants.
13. Project abstract (one paragraph):

The Portland *Oregonian* is the paper of record for the state of Oregon. It is unique nationally, because the *Oregonian* covers events not just in the major city but throughout the state. Access

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to its content is restricted by the ability to travel to a library and use microfilm or to the residents in the wealthiest county in the state through a Multnomah County Library subscription. This content is vital and important for historical, educational, and economic purposes and should be available to all Oregonians. This project will digitize approximately 214,500 pages from the historic *Oregonian* (1906-1922) and provide free and open access through the Historic Oregon Newspapers website.

- 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.

Goal 1: All Oregonians have access to high-quality library and information resources, anytime, anywhere, that help them achieve success in school, in the workplace, and in their daily lives.

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

The Oregon Digital Newspaper Program will follow the models presented by state-wide newspaper digitization programs such as the Colorado Historic Newspaper Collection (<http://www.coloradohistoricnewspapers.org/>) and the Utah Digital Newspapers Program (<http://www.digitalnewspapers.org>), which have developed models for sustainable newspaper digitization projects and demonstrated the high demand for online newspaper content. We will also continue to seek outside funding from sources such as the National Endowment for the Humanities and Library of Congress’ National Digital Newspaper Program to fund additional newspaper pages. In addition, the UO Libraries has also made a commitment to maintain the Historic Oregon Newspapers website and to preserve the digital assets associated with the program. The library has dedicated a portion of staff time from Library Systems, Digital Library Services, and the Center for Media and Educational Technologies to support the program. The library also has provided monetary support from the general collection funds as matching funds for grant programs demonstrating the importance of this program for the library as a whole. The Oregon Digital Newspaper Program is a signature program for the UO Libraries Digital Library Services department.

- 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.

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

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**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)*

<b>Item</b>	<b>Local Cash</b>	<b>Local In-Kind</b>	<b>LSTA</b>	<b>TOTAL</b>
Personnel	\$0	\$11,881	\$15,481	\$27,362
Benefits	\$0	\$5,775	\$6,859	\$12,634
Travel	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$10,000	\$10,000
Supplies	\$0	\$0	\$4,586	\$4,586
Contractual	\$0	\$0	\$81,038	\$81,038
Library Materials	\$0	\$0	\$0	\$0
Total Direct Charges	\$0	\$17,656	\$117,964	\$135,620
Indirect Charges**	\$0	\$1,059	\$7,078	\$8,137
<b>Total Budget</b>	<b>\$0</b>	<b>\$18,715</b>	<b>\$125,042</b>	<b>\$143,757</b>

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

Proposed second year LSTA amount: \_\$115,942\_ 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)*

The state’s largest library system, the University of Oregon Libraries is also the second largest library in the Pacific Northwest. With holdings of approximately 3 million volumes and 18,000 current serial titles, the library is also the state’s only member of the Association of Research Libraries. The UO library system consists of the main library, Knight Library, and branches for Architecture and Allied Arts, Science, Mathematics, and Law. Additionally, off-campus libraries serve the Portland architecture program and the Oregon Institute of Marine Biology. The system’s staff includes 55 professionals and 100 classified staff, as well as student assistants.

The Libraries have assumed a leadership role within the state in the areas of bibliographic control, digital collections, preservation, and resource sharing. The University of Oregon Libraries is committed to collaboration and cooperation to maximize the utility of historic and scholarly resources in the region and throughout the nation.

The Digital Library Services department has responsibility for managing digital library collections, preserving digital content, and providing access to digital content. Digital Library Services staff have considerable expertise in the application of a variety of metadata standards (MARC, Dublin Core, etc.); the creation and application of controlled vocabularies and thesauri; the digitization of a variety of analog materials; and the maintenance of a variety of software applications for the organization of materials. The UO Libraries’ digital collections available

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through DSpace and CONTENTdm currently number over 164,000 items in multiple collections, with new items being digitized and added every week. The University of Oregon Libraries has successfully conducted several recent competitive grant projects, including: the Oregon Digital Newspaper Project grant through LSTA, the National Digital Newspaper Program through the National Endowment for the Humanities, the Data for Local Communities (DLC), the Oregon Newspaper Indexing (ONI) projects, and the Percent for Art Statewide Digital Collection and Database.

The project team has extensive experience in newspaper digitization. The Project Director, Karen Estlund, was formerly a Project Director for the Utah Digital Newspapers Program and has managed the Oregon Digital Newspaper Program since 2007. The team has experience with outsourcing microfilm digitization, creation of newspaper specific metadata fields, integration into local content management systems, and coordinating with local experts on a newspaper advisory board.

### *B. Detailed statement of problem*

The Portland *Oregonian* is the paper of record for the state of Oregon. It is unique nationally, because the *Oregonian* covers events not just in the major city but throughout the state. Access to historical content is restricted by the ability to travel to a library and use microfilm or to the residents in the wealthiest county in the state through a Multnomah County Library subscription. This content is vital and important for historical, educational, and economic purposes and should be available to all Oregonians.

This project proposes to digitize content from the Portland *Oregonian* in the public domain. The project leverages the Oregon Digital Newspaper Program (ODNP) at the University of Oregon, which established a workflow and infrastructure for digitizing newspapers and makes content freely available online through the Historic Oregon Newspapers database. The current Historic Oregon Newspapers database contains content from the *Oregonian* from 1878 to 1906. This project proposes a two year grant to digitize the remaining public domain content from 1906-1922 and available pages on microfilm prior to 1878 for inclusion in Historic Oregon Newspapers. We estimate 214,500 pages of newspaper content for this title will be digitized, more than doubling all existing current content in the Historic Oregon Newspapers database. The *Oregonian* newspaper microfilm reels used for digitization were updated to the most current standards during a prior University of Oregon project with the National Endowment for the Humanities United States Newspaper Project. Using the microfilm negative reels created during that project will result in digital images of the highest quality with the most accurate searchable text. During Year 1 of this project, our objective will be to digitize 107,250 pages from the *Oregonian*.

This project is seeking a larger amount of funds over two years rather than three in order to maximize efficiencies of workflow and staff time. In conjunction with this project, ODNP continues to develop additional historic newspaper content for the site. This includes the submission of a supplemental application to continue participation in the National Digital Newspaper Program (NDNP) with a significant local cash contribution of matching funds for an additional 100,000 pages of content. NDNP program guidelines will not allow us to digitize the *Oregonian*, because the title has been previously digitized as part of a commercial product.

The Historic Oregon Newspapers website was released in beta in April 2011 and the stable release occurred the following July. During the beta period, the website received 67,557 pageviews. Historic *Oregonian* content from pre-1906 represents 12% of the total views. Content on the website was viewed internationally with approximately 80% from the United States. The website received visits from all across Oregon. (See figure below.)

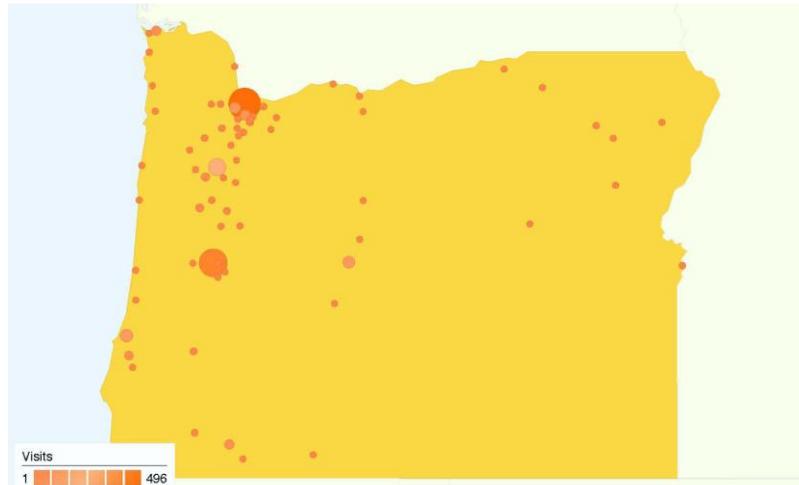


Figure 1: Historic Oregon Newspaper website visits from Oregon April – July 2011.

- 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)

### Goal

Digitize newspaper pages from the Portland *Oregonian* published between 1906 and 1922 and provide access through Historic Oregon Newspapers website.

### Quantified Objectives

- This two-year project will digitize approximately 214,500 pages (107,250 each year). The project will focus on historic materials in the public domain.

### Activities and Time line

- Purchase and install storage space for digital images (February 2012)
- Hire student workers (February 2012)
- Perform microfilm collation, inspection, and duplication (February 2012 – November 2012)
- Contract with vendor services to perform production work (March 2012) – December 2012)
  - Scan the duplicate master negative reels for digitization
  - Administer Optical Character Recognition (OCR) technology to render the text for the digitized images and ALTO to coordinate articles on a page.
  - Output into national standard National Digital Newspaper Program (NDNP) for digitized newspaper content

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- Perform quality control on digitized content (April 2012 – December 2012)
- Back-up digitized content and integrate into digital preservation processes (April 2012 – January 2013)
- Ingest the content into Historic Oregon Newspapers website (April 2012 – January 2013)
- Program Director will promote the collection at Oregon venues including libraries, museums, schools, and annual meetings of heritage associations (ongoing)
- Program Director will conduct assessment and evaluation of collection and resources (December 2012)

Year 2's timeline will echo the timeline for year one with a basic three month cycle of 1) inspecting and duplicating film, 2) digitizing film, and 3) performing quality control, backing-up and integrating into the Historic Oregon Newspapers website.

### *D. Budget narrative*

#### **Personnel**

##### In-kind contributed by UO Libraries:

- \$6,355 – .10 FTE of the Head of Digital Library Services/Oregon Digital Newspaper Program Director (Karen Estlund) to run the project with \$63,554 base salary
- \$2,389 – .05 FTE of the Images Services Coordinator (Lesli Larson) to manage microfilm duplication workflow with \$47,785 base salary
- \$3,137 – .05 FTE System Administrator (Andy Kurzhal) to maintain back-ups of Oregonian digitized content and for managing the website Historic Oregon Newspapers: <http://oregonnews.uoregon.edu> with \$62,742 base salary

##### Seeking LSTA funds for:

- \$8,321 – .25 FTE Microfilm Specialist (Linda Sato) to duplicate and inspect Oregonian microfilm reels prior to digitization with \$33,284 base salary to increase hours for part-time employee
- \$1,820 – .05 FTE the Quality Control Specialist (Patrick John Taylor) to supervise the student workers and perform quality control on the vendor delivered digitized content with \$36,408 base salary to replace other grant funded salary (not local funds) and allow for him to work on this project
- \$5,340 student workers to perform microfilm collation (\$8.90 for 15 hours/wk for four ten week terms: 600 hours)

#### **Benefits**

##### In-kind contributed by UO Libraries:

- \$2,987 – 47% OPE for the Head of Digital Library Services/Oregon Digital Newspaper Program Director (Karen Estlund)
- \$1,314 – 55% OPE for the Images Services Coordinator (Lesli Larson)
- \$1,474 – 47% OPE for System Administrator (Andy Kurzhal)

##### Seeking LSTA funds for:

- \$5,409 – 65% OPE for Microfilm Specialist (Linda Sato)
- \$1,183 – 65% OPE for Quality Control Specialist (Patrick John Taylor)
- \$267 – 5% OPE student workers

#### **Equipment (LSTA funds)**

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- \$10,000 for server storage space (Approx. 214,500 pages at 10 TB)

### Supplies & Services (LSTA funds)

- \$390 for LTO-4 backup tapes (13 800 GB tapes @ \$30/each)
- \$3,500 for microfilm stock, chemicals and boxes for duplicate microfilm reels that are used for digitization
- \$360 for 3 portable hard drives for shipping data from vendor (3 @ \$120/each)
- \$105 for cases and foam to ship portable hard drives (3 @ \$35/each)
- \$231 for shipping of approx. 11 batches @ \$21/shipment

### Contractual (LSTA funds)

- \$80,438 for digitization, OCR, ALTO, and derivative files of 107,250 pages @ \$0.75/page
- \$600 for the required LSTA external grant evaluator

### Indirect Charges

6% of direct costs – University of Oregon has a Federally-approved indirect cost plan

- \$1,065 – Contributed in-kind by University of Oregon
- \$7,078 – LSTA funds

### Post-Grant Continued Support

The program will continue to be supported through the local funding for staffing and systems and additional grant funds and partnerships with other organizations will be sought to increase content.

#### *E. Evaluation method*

The project will be evaluated on the completion of the quantified objectives listed in part III, section C:

- This two year project will digitize 214,500 pages of the historic Portland *Oregonian*

Quality of metadata will be ensured through comparison with national standards of the National Digital Newspaper Program. Usability testing of the interface will be a part of the interface design process. A comment form will be available on the website for user feedback.

### 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

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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.

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:

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

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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.