Appendix C
Received _____
Brief Proposal # _____

Brief Grant Proposal for New Projects
Library Services and Technology Act FFY2014

This form is available for download in Microsoft Word on our web site via: www.oregon.gov/osl/LD/Pages/grantmainalt.aspx**.** Proposals not meeting the following conditions will be returned. The form must not exceed this cover page and two single-sided pages of proposal content. Use 12 point Times New Roman with one inch margins. Do not change the words on this form. The deadline for receipt of this proposal is **5:00 pm on Friday April 12, 2013. Use form Appendix D if applying for a second or third year of funding.**

General Information

Project Title: **A clean slate: Increasing cataloging capacity in the Sage Library System**

Applicant: **Sage Library System**

Mailing Address: **One University Blvd, La Grande, OR 97850**

Contact Person: **Beth Longwell** Phone: **541-962-3867**

Email: **blongwel@eou.edu**

Fiscal Agent (if different than Applicant): **Baker County Library District**

Authorized by: **Buzzy Nielsen** Title: **Sage User Council Chair**

Signature: Date:

PLEASE INDICATE THE ANTICIPATED LENGTH OF YOUR GRANT PROJECT:
(Check applicable boxes)
THIS IS THE **X** 1st YEAR OF A ☐ONE YEAR GRANT PROJECT.
X 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 **1** OF THIS ORGANIZATION'S PROPOSALS.

A Word or PDF version of your proposal, and one original of this form with signature must be received at the State Library no later than **5:00 pm on Friday, April 12, 2013**. Faxed copies will not be accepted. The electronic copy does not substitute for the signed, mailed copy. Send the electronic copy to ann.reed@state.or.us.

Project Proposal (insert your text after each section)

Section 1. *Provide the exact text of the single most relevant goal of Oregon's Library Services and Technology Act (LSTA) Five-Year Plan 2013-2017 that will be addressed by the grant project. See Appendix A.*

GOAL # 2 – Use technology to increase capacity to provide library services and expand access

Section 2. *Describe the problem(s) that will be addressed by the proposed grant project.*

Sage Library System is a unique multi-type consortium - including public, academic, K-12, and special libraries - that serves over 70 institutions across 15 counties in Eastern Oregon. The consortium includes everything from Eastern Oregon University to the tiny Crane Union High School, stretching from Hood River County in north central Oregon to Malheur County in the southeast. These libraries share a catalog and database, courier service, circulation and cataloging policies, and technical support staff.

With such a diverse membership comes inconsistency: members have varying levels of technical competency, especially related to cataloging. Sage's disparate geography makes coordinating effective in-person training difficult and costly. To compound these problems, Sage has grown quickly recently, especially with the 2010 merger with the GorgeLINK library consortium, which added the libraries from Sherman, Wasco, and Hood River counties.

These myriad issues have resulted in an unkempt bibliographic database; it includes several duplicate records, records entered to varying metadata standards, and flat-out errors. Such errors frustrate not only staff, but patrons. They may not be able to find items they want, they may place a hold on a duplicate record of another library when they could have gotten the item faster from their home library, or a record for a particular item may not contain enough information for a patron to determine if they want it. Furthering the need to address these issues soon, Sage likely will change fiscal agents away from Eastern Oregon University within the next two years.

Sage is making efforts to correct these problem. Thanks to a recent LSTA grant, we are contracting with an outside company to de-duplicate our database. In addition, the Sage Cataloging Committee - composed of library staff from around the consortium - has rewritten the cataloging procedures and standards, including implementing a tiered system of permissions and access for catalogers. Despite these efforts, though, we need further assistance.

Section 3. *Briefly 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. Briefly indicate how you will evaluate the outcome(s) of this project. See instructions.*

Sage has only two staff devoted to the consortium itself: a Systems Administrator and a Technical Support Specialist. Both are focused on Sage's technical infrastructure (servers, software maintenance, permissions, problem tickets, etc.) rather than cataloging. All other consortium responsibilities are carried out by volunteers from member libraries. Some of those volunteers on

the Cataloging Committee have done a great job of formalizing procedures and creating new tiered cataloging structures. However, these volunteers have jobs at their home libraries and don't have the time to spearhead a project of this magnitude.

Sage therefore seeks funds to hire a full-time cataloging specialist for two years. The position would have several objectives: 1) work with the Cataloging Committee and member libraries to write and formalize cataloging policies and procedures; 2) write detailed procedural cataloging documentation; 3) coordinate several regional trainings throughout the system, for varying skills levels; 4) create basic cataloging tutorials for ongoing training needs, focusing on new cataloging standards such as RDA; and 5) perform database cleanup projects.

In the first year of the grant, the cataloging specialist will identify problems in the database, Work on fixing some of those problems, write policies and documentation identified as critical by the Cataloging Committee, and design basic regional cataloging trainings and tutorials. Year two will focus on further cleanup, intermediate and advanced regional trainings and tutorials, and finalizing procedures and policies. By the end of this project, we expect Sage to have a "clean slate", or at least a consistent database, as well as up-to-date standards and procedures. These standards and procedures will be maintained actively by Sage's Cataloging Committee.

We intend to make the policies, procedures, and tutorials we develop publicly available through Sage's website, http://sage/plinkit.org, and other portals such as Northwest Central. We anticipate this will be of interest to other Oregon libraries as well as other multi-type consortia like Sage.

Section 4. Provide specifics about the project budget.
LSTA monies would be used to hire a full-time cataloging specialist to be employed through Baker County Library District. The grant additionally would provide funds to hire substitutes to enable staff from smaller libraries to attend trainings as well as travel money to reimburse the cataloging specialist. Sage will contribute cash of its own to this project for database authority work, developing further cataloging functionality in our software, and cataloging training. In-kind contributions include an estimated 600 hours of time annually given by member libraries and the fiscal agent for the project, travel to trainings, supplies for printing and cataloging projects, and libraries' contributions toward hiring substitutes

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		$14,850	$27,900	$42,750
Benefits		$4,901	$11,140	$16,041
Travel		$1,700	$1,000	$2,700
Equipment		$800		$800
Supplies		$1,000		$1,000
Contractual	$12,500	$1,500	$3,000	$17,000
Library Materials				$0
Total Direct Charges	**$12,500**	**$24,751**	**$43,040**	**$80,291**
Indirect Charges	$0	$2,300	$0	$0
Total Budget	**$12,500**	**$27,051**	**$43,040**	**$80,291**

Proposed second year LSTA amount: $**44,310** Proposed third year LSTA amount: **$0**