

**Brief Grant Proposal for Continuing Projects
Library Services and Technology Act FFY2015**

This form is available for download in Microsoft Word on our web site via:
<http://www.oregon.gov/osl/LD/Pages/LSTAcomp.aspx>. Use this form only if applying for continuing grant funding. 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 11, 2014**.

General Information

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

Applicant: Sage Library System

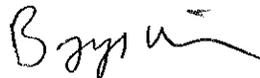
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Fiscal Agent (if different than Applicant): Baker County Library District

Authorized by: Buzzy Nielsen Title: Sage User Council Chair

Signature:  Date: 4/9/2014

Project URL (if any): <http://catalog.sage.eou.edu>

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

THIS IS THE 2nd YEAR OF A TWO YEAR GRANT PROJECT
 3rd YEAR OF A 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.

A Word or PDF 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 11, 2014**. **Faxed copies will not be accepted.**

Library Development Services
Oregon State Library
250 Winter St. NE
Salem, OR 97301-3950
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Project Proposal (insert your text after each section)

Section 1. Briefly describe the project. Indicate the overall goal and quantified objectives, and outcome(s) of the multi-year project.

The Sage Library System is a consortium of over 70 public, academic, K-12, and special libraries. The consortium covers literally half of Oregon, including fifteen counties in the eastern and central parts of the state. Service populations for public libraries in Sage range from the largest at 26,340 to the smallest at 293. With this diversity come varying technical and cataloging skills. Paired with recent growth in the consortium, that variance has resulted in an inconsistent bibliographic database. This frustrates patrons who use our online catalog and makes it difficult for them to find what they want. Sage seeks funds to hire a full-time Cataloging Specialist to train Sage member libraries, clear up database inconsistencies, and lay the groundwork for consistent cataloging so that Sage can better serve its patrons. Our ultimate goal is to enable Sage Library System patrons to easily find and request the items that they want. To achieve this, we have established the following objectives: staff from all member institutions will be trained in proper cataloging standards, including RDA; Sage will have at least twelve hours of online introductory cataloging training and established procedures and requirements for cataloging training; and patron satisfaction with the Sage catalog will increase by 25%.

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

Our grant period began in March. Since then, the Cataloging Committee has met to write the job description and establish the primary goals for the Cataloging Specialist. Thanks to the LSTA grant Sage received in 2013, thousands of duplicate records have been removed from the catalog, and much additional cleanup work was performed. This work has greatly improved patrons' experiences in the catalog and has helped reduce unnecessary interlibrary loans as well as mistakes in the catalog. On the heels of this work, the Cataloging Committee determined that the Cataloging Specialist's priorities are training Sage staff, along with establishing concrete procedures and requirements for cataloging staff. The new job description reflects this change. Within the next two weeks, the job description will be finalized and the position posted, consistent with the original grant timeline.

Section 3. Indicate the project goal for the next year. List the quantified objectives that will accomplish the goal. 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.

Ultimately, the goal of the project is to **enable Sage Library System patrons to easily find and request the items that they want**. To achieve this, we have established the following objectives: (1) Staff from all member institutions will be trained in proper cataloging standards, including RDA; (2) Sage will have at least 12 hours of online introductory cataloging training and established procedures and requirements for cataloging training; and (3) Patron satisfaction with the Sage catalog will increase by 25%. Our philosophy for this project is that front-end staff who work effectively with patrons can only do so much if the database itself is poor. Thus, we are targeting training cataloging staff to improve the input into the system. In the second year, the Cataloging Specialist will focus on creating long-lasting training materials for cataloging staff, conducting regional trainings throughout Sage, conducting train-the-trainer sessions for Sage's regional cataloging experts, creating online cataloging training for Sage staff, identifying other training opportunities, and formalizing Sage cataloging policies and procedures to ensure

uniformity. Progress on these objectives will be measured based on statistics kept regarding training (including specific staff members who have taken them), trouble tickets in the system pertaining to incorrect records, reports of incorrect records at Cataloging Committee meetings, and before-and-after patron satisfaction surveys on the library catalog.

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

We are asking for \$43,985 of LSTA money to hire our Cataloging Specialist. This amount assumes a 3% salary increase, commensurate increase in retirement contribution, and a 10% health insurance increase. Sage and the fiscal agent are committed to several in-kind contributions of staff time and benefits for supervision, travel by Sage member libraries for trainings and meetings, use of the fiscal agent's equipment and space, and supplies. Sage also has budgeted \$7,000 for cataloging contracts and services to assist the Cataloging Specialist as well as \$3,000 to assist hire substitutes for member libraries to attend trainings. LSTA monies will be used for the Cataloging Specialist's salary & benefits and the position's travel around the system. By the end of the second year, we hope that the Cataloging Specialist will have developed a concrete set of trainings and procedures that will help carry Sage through for several more years without further assistance. However, Sage also is in the middle of a large administrative shift which has necessitated looking closely at the budget. Sage likely will try to find funds to continue having a position like this, at some level, in its budget following 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		\$6,180	\$29,024	\$35,204
Benefits		\$2,947	\$13,841	\$16,788
Travel		\$2,240	\$1,120	\$3,360
Equipment		\$1,000		\$1,000
Supplies		\$1,000		\$1,000
Contractual	\$10,000	\$2,500		\$12,500
Library Materials				\$0
Total Direct Charges	\$10,000	\$15,867	\$43,985	\$69,852
<i>Indirect Charges</i>	\$0	\$0	\$0	\$0
Total Budget	\$10,000	\$15,867	\$43,985	\$69,852

Proposed third year LSTA amount: N/A

