

**Full Grant Proposal
Library Services and Technology Act FFY 2011**

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. The deadline for receipt of the Project Proposal is **5:00 pm on Friday August 13, 2010**.

Part I: General Information

1. Project title: Washington County Digital Library
2. Applicant: Pacific University Library
3. Address: 2043 College Way, Forest Grove OR 97116
4. Contact person: Marita Kunkel Phone: 503-352-1401
Email: marita.kunkel@pacificu.edu
5. Fiscal agent (if different than applicant):
6. Project URL (if any): Not yet available
7. U.S. Congressional District: Oregon's 1st District
8. List geographic target area to be served by the project:

The project focuses on the geographic area of Washington County, Oregon. The nature of the project -- documenting and preserving the history of the region through a digital image collection -- extends to a target area far beyond Washington County, certainly to include the Pacific Northwest, and likely beyond.

9. Estimated number of persons benefiting from the project:

An exact number is difficult to provide; however, Pacific University's new online institutional repository has averaged over 600 visits per week in the first 14 months of its existence and we anticipate similar broad usage for the Washington County Digital Library, which will be linked from the repository, as well as from many other school and heritage organizations' websites.

10. 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.

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

Washington County Museum

12. Project abstract (one paragraph):

Washington County has many organizations (cultural/historical societies, public libraries, museums, and academic libraries) which are collecting or housing materials about the county's history. But these sources are not centrally organized and are hard to access. Many of these materials are historic photographs. Use of these unique and valuable materials is limited due to the lack of easy accessibility to the dispersed and often fragile physical collections. Washington County Museum and Pacific University Library, in collaboration with libraries and historical societies throughout the county, propose to build a unified digital collection of historical images related to this region, to be called the Washington County Digital Library (WCDL). Our goal is to bring this vibrant visual history to our citizens. Our year one objectives are to: establish the administrative structure for a sustainable project; build the technical, digital, and metadata infrastructure for WCDL; access collections and develop criteria for digitization; digitize a core collection of 6000 images; build partner capacity through training on standard practices; and promote WCDL broadly. This project will greatly increase public access to the visual history of Washington County, using technologies and standard practices that support broader efforts within the state and region to share and preserve local history.

13. List 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

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

A central outcome of the grant is the *creation of a stable administrative and technical infrastructure* for the digital library for future years. Further support for the new library beyond this grant has already been committed by Pacific University and WCM. The University will make the Digital Resources/Metadata Librarian position full time by the end of the grant period. The Washington County Museum (WCM) will fund its Collection Manager position full-time by the end of the grant period, as well, with funding from various sources. At the grant's completion, we expect to have a significant number of images – our two-year goal is 12,000 - from throughout the county added to the WCDL. The project's emphasis on training and standard procedures is intended to build capacity in local organizations to contribute to the new library. In order to ensure the long-term viability of the WCDL after the expiration of the grant and to develop other opportunities for new developments, the WCDL Advisory Group will continue to provide leadership. These conditions -- permanent staffing, training to build capacity, and cooperative leadership -- will sustain the WCDL for the long-term.

15. List letters of support for the project (name, affiliation) that are attached to this application in Appendix A.

John S. Miller, Provost and Vice President of Academic Affairs, Pacific University
Eva Calcagno, Director, Washington County Cooperative Library Services

Edward House, Director, Beaverton City Library
 Peter Leonard, Executive Director, Cedar Mill Community Library Association
 Ismoon Maria Hunter-Morton, Adult Services Librarian, and
 Colleen Winters, Director, Forest Grove City Library
 Michael R. Smith, Library Director, City of Hillsboro
 Debra Brodie, Library Director, North Plains Public Library
 Pam North, Library Manager, Sherwood Public Library
 Margaret Barnes, Director of Library Services, City of Tigard
 Abigail Elder, Library Manager, City of Tualatin
 Michael Wong, Director, Beaverton Historical Society
 Lisa L. Amato, Member-at-Large, Friends of Historic Forest Grove
 Rikki Nyman, Vice President, Hillsboro Historical Society
 Larry McClure, Director, Tualatin Heritage Center
 Lynda Myers, Supervisor, Jenkins Estate, Tualatin Hills Park & Recreation District
 William L. Lang, Professor, Department of History, Portland State University; Executive Editor,
 Oregon Encyclopedia of History and Culture
 Larry Lipin, Professor of History, Pacific University

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

(Check applicable boxes)

THIS IS THE 1st YEAR OF A ONE YEAR GRANT PROJECT
 2nd YEAR TWO YEAR
 3rd 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 _____ 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		\$42,827	\$63,950	\$106,777
Benefits		\$10,928	\$15,720	\$26,648
Travel		\$500		\$500
Equipment			\$5,580	\$5,580
Supplies		\$1,500		\$1,500
Contractual			\$16,000	\$16,000
Library Materials		\$300		\$300
Total Direct Charges	\$0	\$56,055	\$101,250	\$157,305
Indirect Charges			\$6,075	\$6,075
Total Budget	\$0	\$56,055	\$107,325	\$163,380

Proposed second year LSTA amount: \$73,000 Proposed third year LSTA amount: _____

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

Pacific University Library (PUL) and the Washington County Museum (WCM) are both well qualified and ideally positioned as grant project principals to create and administer the Washington County Digital Library (WCDL). The WCDL will draw upon the collection and service strengths of both institutions, as well as those of 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 serves 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 7000 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/>), our institutional repository for University scholarship, and our digital galleries of the University's permanent art collections.

The Archives has also gained valuable experience in digitizing selected portions of its collection of images and organizing them into thematic groupings using the CONTENTdm management system. Selected university publications such as the Heart of Oak annual, and the University history titled Splendid Audacity have also been digitized.

See <http://pacificu.edu/library/digitalcollections/menu.htm>

Pacific University Library has been a participant in several successful grant efforts, including a 'Connecting 2 Collections' grant from the Institute for Museum and Library Services, which brought a resource collection of preservation books to the Library, as well as a Faith Gabelnick Endowed Fund for Community Service Grant, which provided a Pacific student intern to assist with the indexing the Washington County Museum's photo collection. The most recent grant to the Library was received in 2010. It is a multi-institution NHPRC grant designed to help make the archival collections of seven institutional members of the ORBIS-Cascade Alliance more visible. The Library has a new Local Collections and Publications Services team which collectively has extensive experience in the areas of digital creation, preservation, metadata, and reference service. Copies of the *curriculum vitae* for the members of this team are located in Appendix B.

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. Since 1983 the Museum has steadily grown to serve all the residents of Washington County, offering a variety of exhibitions, public programs, educational workshops, in-school presentations, as well as heritage preservation and curation activities. The Institute for Museum and Library Services and the American Association of Museums have underlined the need to extend public access and expand storage for WCM collections. Following an extensive capital campaign that raised \$1.7 M, the WCM began an expansion of its facilities (6,000 square feet) in 2008 to provide new space for its burgeoning collections.

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 Collections Manager is a recent graduate of John F. Kennedy University with a Masters of Museum study and has held a wide variety of positions in heritage organizations in the Northwest. Copies of their *curriculum vitae* are located in Appendix B.

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

B. Statement of Need

Washington County with an estimated population of 527,140 is the second largest county and most ethnically diverse in Oregon.¹ The County has a rich history and, as one of the fastest growing counties in the state, a vibrant future. Washington County has many organizations (cultural/historical societies, public libraries, museums, and academic libraries) which are collecting or housing materials about this history. A shared mission of these organizations is to preserve our cultural heritage and provide education and interpretation of these historical collections. Many of these materials are historic photographs. Use of these unique and valuable materials is limited due to the lack of easy accessibility to these dispersed and often fragile physical collections. Our many organizations are in different stages of development, some with long histories (Pacific University is one of the oldest universities in the West) and others just now forming (the North Plains Historic Society is a brand new group). Thus the state of our collections -- from accessibility to preservation methods -- varies greatly.

This situation is not unique to Washington County. As the 2008 LSTA project *Envisioning Oregon* reports states, "The situation facing historical and cultural collections is dire. Materials are threatened by a lack of resources including stable and sufficient funding, trained staff, and adequate and appropriate space. As a result, many collections are neither adequately preserved, processed in a timely manner, nor fully accessible to researchers."

¹Population Research Center, Portland State University, *Certified population Estimates for Oregon and Oregon Counties*, 2009 accessed on the web 2010 March 5 at http://www.pdx.edu/sites/www.pdx.edu.prc/files/media_assets/2009CertPopEst_web3.pdf.

(<https://scholarsbank.uoregon.edu/xmlui/bitstream/handle/1794/9792/LSTA%20Envisioning%20Oregon%20Final%20Report-1-1.pdf?sequence=1> p.8)

The physical distances between the various organizations holding historical collections, as well as their limited hours of operation, create additional barriers to access for students, researchers, community patrons, and the broader general public. Online management solves this problem. The expectation for online access to resources of all types has increased in the last decade. The Internet is obviously a primary way users could access these collections at any time and from any location, but, in fact, only a small percentage of these rich collections are digitized.

Over the last five years Pacific University's Archives has received an average of 100 service requests per year. A third of those requests were for images and 150 images are typically scanned annually.² WCM, over a similar time period, averaged 169 researcher requests or visits per year during the two days per week that the Museum research library is open. Within these limited hours, an average of 143 images are scanned annually.³ For both institutions, requests require mediated searching. The demand for resource use is far greater than what we are currently able to serve. We estimate that currently only 2.5% of an estimated 33,000 documented photographs⁴ -- less than 1000 -- of the historic images pertaining to Washington County are available online. A digital library would provide open access to precious photographs, preserve the originals, and allow much wider use of our cultural heritage.

Individually, our various organizations are working to develop online collections of images. The Pacific University Library Archives has small image collections of campus life and architecture. A larger collection documenting the University's art collection was PUL's first digital collection using the CONTENTdm quick-start version, a free subscription service. The Archives collection has over 7,000 historic images, mostly undigitized. WCM has nearly 26,000 images with some level of cataloging, but fewer than 700 of these are digitized, and these images are only available in-house via PastPerfect museum cataloging software. The Beaverton History Center shares several hundred historic images with brief descriptions on their Flickr site. Forest Grove City Library has staff and volunteers working with their *Eric Stewart Collection*, including image digitization, but no plan to make these images publicly accessible yet exists. The Tualatin Historical Society has digitized several hundred photographs but their website currently provides no public access to their collections. The Banks Historical Society, small as it is, has begun exploring what steps it can take to digitize its images. All of these efforts are happening at the individual institutional level, without broader coordination. Our proposed project offers the promise of bringing all this material together under one digital roof.

The number of undocumented unique photographs held by libraries, museums, and historical societies in the County, outside of what is noted above, is currently unknown. We suspect there is significant duplication among collections, but we also suspect there are many unique hidden treasures as well. The efforts made to describe and process collections are currently dependent on the skills and knowledge of the staff and volunteers. As such, many of our organizations work independently in the absence of best practices guidelines and standards. This creates

² Pacific University Archives, *Usage Statistics*, 2004-2009

³ Washington County Museum, *Usage Statistics*, 2009

⁴ Statistics are taken from known cataloged collections at Pacific University Archives and Washington County Museum and a count of available online accessible images from Beaverton Historical Society and City of Beaverton.

inefficiencies and instability in both processing and providing access to collections physically and virtually. 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.

All of this evidence highlights the critical need for a collaborative approach to building access to our historical image collections. Such coordination can benefit us all and allow each individual organization to accomplish more, both in building access to our collections and in improving preservation work. The coordinated introduction and adoption of established standards and best practices (e.g. shared terminology, authority index, name and location index, metadata standards) for both digitization and metadata creation, will solve the problem. Such standardization also supports regional efforts such as Northwest Digital Archives and Oregon Digital Library Project, (ODLP). However, while we all realize the benefits of collaboration in managing our historical collections, no comprehensive plan for such a collaborative approach currently exists in Washington County. This project fills the gap.

Libraries, museums, and historical societies in this area already work together on various levels. The History Roundtable was organized several years ago by Washington County Museum, and has created a venue for many of these organizations to discuss current projects and work on group projects. Pacific University and Washington County Museum have created a partnership to provide archival internships for students. We will use these existing partnerships to solve the present problem.

The Oregon Digital Library Project in its “Statement of Need” identifies another problem that has developed even as libraries and archives have attempted to develop their digital collections: “As digital assets are being created throughout the State, the access to those resources remains very uneven. In many cases, these excellent collections remain under utilized, in part, because library users...are unable to find the digital content being created.”

(<http://www.osl.state.or.us/home/libdev/LSTA/10grants/10-5-OSUfullapp.pdf>)

This means that establishing standards for digitization and description is not enough. Building a unified, searchable digital collection via a robust content management system will address the situation ODLP describes and support the ODLP plan. Our new unified collection will be discoverable: it will increase the possibilities of patrons’ searches returning multiple results through search engines, like Google and OAIster; it will be promoted through public libraries and partners’ websites; it will support state projects, such as the Oregon History Project, and the Oregon Encyclopedia Project and regional projects, such as Northwest Digital Archives; and it will establish an authority to manage and protect Washington County historic/cultural images.

Many of our historical/cultural organizations include the need to *educate* in their mission statements, but they may be limited in what they can provide due to their size and accessibility. Washington County Museum has four major programs focused on education, reaching more than 10,000 students a year and providing an average of 270 presentations a year.⁵ To better support our missions and reach educators and students in this vast county, we need to create accessible

⁵ Washington County Museum, 2009 Statistics.

collections of history resources. Our ultimate goal is to see the rich photographic history of Washington County used -- by students, researchers, historians, citizens of our county, and many others.

This opportunity to cooperatively create a unified digital collection will reveal hidden treasures and promote the use of primary resources by students and researchers. The project will create a backbone for future collaborations by establishing digitization standards and best practices, sharing expertise, and developing further working partnerships within the community.

C. Proposed Solution

Our proposed solution is to create the Washington County Digital Library under the leadership of Pacific University Library and the Washington County Museum. The goal of this project is to build a unified digital collection of historical photographs related to Washington County in order to bring this vibrant visual history to our citizens. This cooperative project involves partners from public and academic libraries and cultural heritage organizations, with Pacific University Library and Washington County Museum as the lead partners. Other organizations which will participate in the project and which have offered strong support and enthusiasm for WCDL include Washington County Cooperative Library Services, eight member libraries, and five heritage organizations.

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 image collections. This strong and flexible infrastructure supports growth and sustainability.

A content management system (CMS) will be selected by the partners, and funding to support the CMS is requested from LSTA. We are consulting with the Orbis Cascade Alliance Digital Services Team (DST), on which two Pacific University librarians serve, to determine the best option. The DST continues its evaluation of several solutions, including CONTENTdm and a new competitor, SimpleDL, and will submit a final report and recommendations to the consortium's council of directors in October. Our selection of a CMS will be influenced by their recommendations. Features of a system which we require include: a robust, user-friendly interface/front-end; scalability to allow for anticipated creation of a database with 30,000 plus objects; interoperability/compatibility with other Oregon projects of this nature; customization without extensive in-house programming required; capacity to support other types of digital items beyond images; support for open data standards allowing the digital library to be part of federated search mechanisms (Northwest Digital Archives, for example).

Objective 1: Establish the administrative structure of the WCDL cooperative project

Activities:

- 1.1 Formalize agreements between lead partners, Pacific University Library and Washington County Museum (Quarter 1)
- 1.2 Establish project team comprised of staff from PUL and WCM (upon notification of grant award (Quarter 1)
- 1.3 Hire project manager and 4-6 student workers (located at both PUL and WCM) for project (Quarters 1-2)

1.4 Establish advisory committee of volunteers from partner organizations (including PUL director, WCM director, WCCLS representative) (Quarter 1)

1.5 Create necessary agreements, MOUs and document respective roles and responsibilities (Quarters 1-2)

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

Activities:

2.1 Select and purchase content management software, hardware (upon notification of grant award – Quarter 1)

2.2 Establish digitization standards and best practices (Quarters 2-3)

2.3 Establish metadata schema and controlled vocabularies (Quarters 2-3)

2.4 Consult with educators to identify thematic collections (as part of the metadata) to support K-12 curriculum (Quarters 2-3)

2.5 Create web interface for WCDL and establish URL (Quarter 2)

Objective 3: *Assess content and status of partners' collections; develop collection criteria for phase one of project (core collection)*

Activities:

3.1 Identify content and status of lead partners' collections (Quarters 1-3)

3.2 Develop collection criteria for Phase One (core collection) (Quarters 2-3)

3.3 Compile inventory of immediately available digitized collection content, including technical specifications and descriptions available (Quarter 1)

3.4 Select sample core collection immediately available from lead organizations and partners (Quarter 2)

3.5 Visit partnering organizations to assess image collections for levels of description, digitization and current online or physical access (Quarters 2, 3)

3.6 Develop general inventory/description of (non-lead) partners' collections (Quarters 2, 3)

3.7 Establish copyright parameters for digitization of core collections (Quarters 2-4)

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

Activities:

4.1 Create group and individual training workshops on readying materials for digitization for staff (mainly student workers) at PUL and WCM (Quarters 2 -3)

4.2 Digitize initial sample selection of core materials (75-100 images) in accordance with collectively established standards and workflows, create metadata, and upload into WCDL (Quarters 2-3)

4.3 Conduct usability testing of sample collection with partners and user group (Quarter 3)

4.4 Update workflows and procedures and finalize work manuals for all participants (Quarter 3)

4.5 Continue digitization of core collection with year one goal of 6000 images (Quarters 3-onward)

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

Activities:

5.1 Create training workshops on readying materials for digitization and offer to partnering organizations as necessary (Quarter 4 and into 2012)

5.2 Contract with NWDA or other experts for training on handling archival materials (Quarter 3, 4)

5.3 Develop tools, training and online resources for partnering organizations throughout the County to contribute directly to WCDL, with process for brief review and uploading by PUL or WCM staff (Quarter 4 and into 2012)

5.4 Establish WCDL “users group” of participating organizations (Quarter 4)

Objective 6: Promote WCDL within Washington County and regionally

Activities:

6.1 Create a WCDL Project Wiki available to partners/participants to track grant development and progress (Quarter 2)

6.2 Design, develop, and post a questionnaire on reception, use, and awareness of WCDL to be posted on WCDL web page (Quarters 3-4)

6.3 Create and distribute promotional materials advertising the availability of the WCDL to schools, libraries, and cultural heritage institutions in Washington County (Quarter 4 and into 2012)

6.4 Place WCDL link on all participants websites (Quarter 4)

6.5 Make presentations at partnering institutions and schools to promote WCDL (Quarter 4 and into 2012)

6.6 Issue press releases to county newspapers, university publications and other media outlets to publicize goals and availability of WCDL (Quarters 3, 4)

D. Budget narrative

Personnel

Summary: We request LSTA funding for a Project Manager; to increase two current 0.80 positions to full-time (Digital Resources/Metadata Librarian at PUL and Collections Manager at WCM); and to hire 4-6 student workers. We will contribute in-kind 0.30 FTE Special Collections Librarian, 0.07 FTE WCM Executive Director, and 0.20 FTE Digital Resources/Metadata Librarian (PUL) and 0.20 FTE Collections Manager (WCM). No LSTA funding for personnel is requested to replace current funding from any other source.

Pacific University Library and Washington County Museum will both contribute personnel to this project. PUL will devote 0.30 FTE (\$21,627) of our Special Collections Librarian, **Alex Toth**. His time will be spent on the project team, assisting with the assessment, inventory and selection of core materials, and helping establish the standards, processes and workflows for the project. Alex manages the University Archives within the Library and brings extensive knowledge of local history to the project. He also has experience in creating digital collections using CONTENTdm.

PUL recently created a new position of Digital Resources/Metadata Librarian to build our capacity to support digital projects and our new institutional repository, *CommonKnowledge*. The new librarian, **Erica Findley**, started at the end of July. This is a 32 hour-per-week position. Because this position uses funds previously allocated for a lower paid support staff position, PUL lacked the money to fill it as a 1.0 FTE position, but instead filled it as a 0.80 FTE position. PUL will devote 0.20 FTE (\$8,200) of this 0.80 FTE position to the grant project. We request LSTA funding for an additional 0.20 FTE. With funding from LSTA, this position will become full-time, with 0.40 FTE (0.20 FTE in-kind, 0.20 FTE LSTA) dedicated to the grant project. LSTA

Equipment/Software

We request LSTA funding for two scanning work stations at \$1650 each with a computer and Epson Perfection V700 photo scanner; two external hard drives (\$340 (2TB)) and photo imaging software for each computer (Photoshop CS4/Lightroom 2 (\$400)) for digitizing the project's collections without disturbing the current photographic reproduction needs at each institution. We also request Photoshop CS (\$400) and Dreamweaver (\$400) to make changes to raw images and to set up and modify the project website.

Travel

Travel expenses are expected for the Project Manager's visits to partnering organizations throughout the county. PUL will contribute \$500 to travel expenses.

Supplies

PUL and WCM will each contribute \$500 for archival and processing supplies and for digital preservation (DVDs and external hard drives). Each will also contribute \$250 for catering the meetings of volunteer participants on the Advisory Committee and other county meetings.

Contractual

The bulk of our request for contractual funds from LSTA is for the cost of a collection management system. As discussed in Section C, the purchase of a system will be strongly informed by the recommendations of the Orbis Cascade Alliance Digital Services Team (DST). We consider a new product, SimpleDL, a strong competitor to ContentDM, although the latter is used by all current members of NWDA. Our funding request would allow us to select either product. Cost includes hosting; we will utilize a hosted or cloud solution (\$15,000).

A portion of contractual funds will provide workshops for training in preservation and processing of photographic collections, digital standards, metadata creation, and preservation from a regional representative or via webinars. (\$1000)

Library Materials

Research materials included will be materials on photographic collection management and care, and digital library and preservation. These materials will be shared with all participants.

Indirect Costs

The allowed indirect costs of 6% equal \$6,075. A copy of Pacific University's rate agreement is attached in Appendix E.

E. Evaluation method

The assessment of this grant will be carried out in two separate but complimentary ways. The objectives identified in Section C of this document can be measured directly by virtue of their completion. Progress toward these objectives will be documented through quarterly reports and monthly statistics.

This, however, addresses only a portion of the grant's intended *purpose* - the creation of a sustainable county-wide digital library of unique historical and cultural photographs. The intended *outcome* of creating this digital library – the provision of an efficient means for

fund are *not* requested to replace existing PUL funding for this position. Erica's time will be focused on metadata creation, training, digital library set-up and management.

Heather Bouchey, the WCM Collections Manager currently holds a 0.8 FTE position managing the Museum's 40,000+ item collection. Due to the size of the Museum's collections and to meet the goals of the proposed grant, the WCM will dedicate one full day each week (0.20 FTE, \$7,000) of her time towards the digitization project and seeks LSTA support for one additional day (0.20 FTE, \$7,000) expanding her role at the Museum to 1.0 FTE. Her role will be in the coordination and development of metadata in partnership with the Digital Resources/Metadata Librarian at Pacific, as well as collections assessment, supervising student workers, volunteers, and development of internal procedures. No LSTA funds are requested to replace current funding for this position.

Samuel Shogren, Executive Director of the WCM, brings 10 years as a member of the Advisory Committee for Northeast Documents Conservation Center, and over 20 years of curatorial experience to the project. Sam will oversee the Museum's participation in the project and coordinate activities with PUL. He will contribute 7% (\$4,000) of his effort as the Museum's executive as part of the local in-kind match for this grant project.

The WCM will use the knowledge and education skills of a contract staff member, **Elizabeth Etchepare**. She will contribute 40 hours (\$2,000) to the project working both with the county's various schools and Pacific University's College of Education, researching the Oregon state educational curriculum to develop thematic collections. We request LSTA funding of \$750 (no benefits) to supplement her work on this educational component. See Objective 2.4.

In addition to the matching of time and effort provided by the lead project partners, we request LSTA funding to hire a **0.80 FTE Project Manager** (\$40,000) with a background and experience in digital collections management, metadata creation, and archives. This position will oversee and coordinate all project activities, and be responsible to see that project objectives are met. The Project Manager will work with the partners in assessing and describing collections and developing the criteria for an initial core collection. This position will work closely with PUL's Digital Resources/Metadata Librarian and WCM's Collections Manager to create the metadata standards and templates for this collection. S/he will also coordinate workshops and training. This position will create the infrastructure and build partner/participant skills so that the WCDL can continue into the third year with existing staff. See Appendix D for a Position Description.

We also request funding to support four-six student workers (\$8000) to operate the two digitization stations at PUL and WCM. These students will also be trained in basic metadata description elements (standard, technical description). These positions will be a combination of work-study and non-work-study funded student workers (no benefits).

Benefits requested from LSTA funds are estimated at 30% for PUL staff and 18% for WCM staff.

participating organizations to increase access to currently underutilized resources – must also be assessed.

Assessment of the efficiency of the platform and the use of resources made available through WCDL requires compilation of a different set of quantitative and qualitative metrics:

- Web site statistics for both the number, and types, of inquiries received.
- Web traffic statistics/indicators, including visits, unique visitors, traffic sources, search engine terms, etc.
- Statistics on keywords and topics entered in web site search interface
- Access/download statistics for individual items in the digital library
- Usage of an email link on the web site for reference questions and comments.
- Comments from users of the partner organizations, libraries, and schools
- Number of instruction sessions for users (and number of attendees) at participating organizations
- Usability testing results from project partners
- Feedback form on the WCDL web site for users, including a section for detailed comments
- Personnel from all partner and participating institutions will meet in the 4th Quarter of 2012 to perform a collaborative evaluation of the project. Data gathered through the methods outlined above, progress on the objectives outlined in Section C of the proposal, and individual partners' experiences with the project will be considered for the summative evaluation. Formative evaluations conducted at each of the previous quarterly meetings of WCDL partners will also be incorporated into this final evaluation of the project's success

Appendices:

Appendix A – Letters of Support

Appendix B – Curriculum vitae of members of PUL Local Collections and Publications Services Team and WCM's Executive Director and Collections Manager

Appendix C – Project Budget Timeline

Appendix D – Project Manager Position Description

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>
Samuel W. Shogren	Washington County Museum		

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). N/A

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 13, 2010.

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

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)

William Ray
Name of official authorized to enter into contractual agreements for the ORGANIZATION

ASSISTANT VP FOR FINANCE & ADMIN.
Title

WRay 8-10-10
Signature Date

RAYW@E.PACIFICU.EDU
Email

503-352-2786
Phone number

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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.

