LSTA Indiana Digital Library Digitization Grants
2005-2006
Overview and Guidelines

1. What is this grant program and its purpose?

In this project, the Indiana State Library will offer sub-grants to Indiana libraries and their partnering organizations to digitize unique historical materials of interest to people throughout the State of Indiana. Materials will be digitized using accepted national standards as identified by the Indiana Digital Library steering group for image creation and for metadata tagging, and will serve as the cornerstone for the development of an Indiana Digital Library. A total of $250,000 is available for this program.

A variety of materials can be digitized, focusing on materials of use and interest to a statewide audience, with preference given to those materials of use by the educational community. (See Appendix C) These materials will be made available over the Internet to a broad audience, without restrictions on use or availability. Preference will also be given to collaborative projects, including those in which a library partners with a museum, local cultural organization, or school.

Using accepted national standards for the creation of digital images, Indiana libraries will identify and digitize unique historical resources from their collections and those of their partnering organizations. Recipients of sub-grants will be encouraged to work with libraries with expanded digitization facilities or with appropriate vendors when outsourcing is appropriate. Recipients will also be required to post information about the standards and methods used in creating the information.

2. What is the application process?

Libraries must submit two copies of the application to the Library Development Office by the deadline of March 1, 2005, 4 p.m. The application may not be faxed but should be mailed.

3. Who may apply?

The following types of libraries are eligible to apply for this grant program:

- Public libraries
- Academic libraries
- School media centers

Libraries are not required to partner with another library or cultural institution on a project; however, collaborative projects will be scored higher than single-institution

applications. Collaborative projects should draw upon the participating institutions' strengths (complementary collections, skills, and other resources) and should not be viewed as a way to share digitization equipment for use at two institutions.

The lead project agent must be a library, and is responsible for managing the project, acting as fiscal agent, maintaining required paperwork and records, successfully implementing the project, and completing all reports.

> **These LSTA grants can only be awarded to libraries, and a library must serve as lead project agent in a collaborative endeavor. Libraries are encouraged to collaborate with non-library cultural institutions in their proposed grant projects. Special libraries should apply in collaboration with a public, academic, or school library.**

Other cultural institutions include, but are not limited to, Indiana archives, historical societies, and museums.

4. What amounts may be requested?

A total of $250,000 is available for disbursement. There is no minimum amount that may be requested. The maximum amount that can be requested is $75,000.

5. How may the project funds be used?

The Indiana Digital Library digitization grants are intended to expand access to the unique cultural heritage of Indiana using the Internet and digital technologies. This includes digital imaging of primary research materials (manuscripts, photographs, broadsides, pamphlets, rare books, and similar materials) for unlimited access via the Internet.

Allowable expenses
- Equipment, including computers, scanners, printers, and computer peripherals (See CIPA information below)
- Software for imaging
- Supplies for project (CDs, photo paper, floppy disks)
- Training for participating staff
- Project staff (wages and benefits of temporary employees or temporary expansion of part-time staff)
- Metadata creation

Outsourcing

Funds from this program may be used to support outsourcing of digitization and encoding projects. The grant program seeks to build capacity and skills within Indiana; applicants are encouraged to work with other Indiana cultural institutions with the capacity to handle outsourced projects.

CIPA Statement

Use of LSTA funds for certain allowable purchases may require public libraries or public elementary and secondary school libraries to comply with the federal Children's Internet Protection Act (CIPA). For additional information, see: http://www.statelib.lib.in.us/www/isl/ldo/cipamenu.html

Ineligible costs

- Ongoing operating costs
- Costs for traditional arrangement, description, and preservation
- Wages and benefits for existing full-time employees
- Entertainment costs
- Overhead or indirect costs

Funds may be used for the continuation of an existing project, so long as it meets the selection criteria. Projects must conform to the identified standards for digital object creation and metadata creation, and have a long-range plan for ongoing access to the information and migration of the data.

6. What is the basis for selecting projects for funding?

Projects must include an eligible institution as the primary partner in the project.

The project **must** include the following required criteria:
- Conforms to identified standards for metadata and digital data creation
- Project plan includes sustainability component, describing long-range plans for ongoing access to the data and migration of the data
- Project staff certify that they have the right under existing copyright law to create and make available to the public digital copies of the materials identified in their grant

Projects will be evaluated based on the following criteria:
- Attendance of a member of the project team at an appropriate digitization workshop
- Project involves a defined collaboration between a library and another partner or partners (museum, archives, historical society, or educational institution)
- Project involves Indiana subject matter identified as high priority for Indiana Digital Library (see Appendix C)
- Project includes evidence of K-12 collaboration and identifies academic standards used by the K-12 community

Projects must conform to the attached standards for metadata creation and for digital data creation. See Appendix A (Indiana Digital Library Metadata Best Practices for Use of

Qualified Dublin Core) and Appendix B (Digital Imaging Standards and Best Practices) for required standards.

7. What is the review process?

All grants must be received by 4:00 p.m. March 1, 2005.

Only complete grant applications from eligible institutions will be reviewed.

Eligible applications will be scored, then reviewed by Library Development Office staff and external reviewers according to the grant program criteria. In addition, applications will be reviewed for clarity and quality of plan, and quality and quantity of content to be provided by the proposed project.

Announcement of funded applications will be made by April, 2005 on the Indiana State Library's Web site and by letter to the applicants. The information will also be posted to appropriate electronic discussion lists and included in the Library's newsletter.

8. How are grant payments made?

All grants are reimbursement grants. Payments will be made monthly on receipt of a reimbursement form accompanied by copies of invoices.

9. What reports must grantees make?

Grantees will be required to make quarterly progress reports, plus a final report evaluating the project. A final fiscal report is also required.

In addition to the standard reports required by LSTA, participating libraries and their partners will report the number of items digitized and the types of collections digitized. They will also report what standards were used in developing resources, and post those standards as part of the digital resource.

Participants will report the number of "hits" on their individual Web sites; the Indiana State Library will report the number of "hits" on the portal site linking these individual projects. Participating libraries will also be encouraged to provide the number of "hits" on individual resources.

A Web-based survey form must be provided on each new digitized project, allowing patrons to provide input on the usefulness of the resource and feedback on future developments. This information will be captured and disseminated to participating libraries and their partners, Indiana Digital Library Project members, Indiana State Library staff, and the Indiana Library and Historical Board.

10. What else do applicants need to know?

Projects funded through this grant program will be identified as part of the Indiana Digital Library. Projects funded during this fiscal year will become the cornerstone of the Indiana Digital Library, designed to provide electronic access to the unique cultural resources held by Indiana libraries and allied cultural institutions.

11. Grant program timeline:

Fall, 2004   Digitization Workshops held
                       Application form made available along with guidelines
March 1, 2005 Applications due
March   Review of applications
April, 2005   Applicants notified of grants and contracts sent to successful applicants
June 1, 2005 Projects may start
July 30, 2006 Ending date of projects

12. Where do I apply?

The application will be posted on the Indiana State Library web site at [web address]. All submissions should be completed on-line.

13. For further information:

Questions should be directed to the following staff in the Library Development Office (Indiana State Library):

Ginny Andis at (317) 232-3715 / gandis@statelib.lib.in.us
Rose Marie Kelsey-Traylor at (317) 232-3794 / rkelsey@statelib.lib.in.us