



# Nevada State Library and Archives



## LSTA APPLICATION - 2009

(Rev 9-08)

A. General Information	
1. Applicant Library Name Nevada State Library and Archives	2. Principal Contact Person for this Grant Karen Starr
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5. City, State, Zip Carson City, NV 89701	6. E-mail address kstarr@nevadaculture.org
7. Library Director/Administrator Daphne DeLeon	8. Telephone Area/Number 775-684-3315
9. Address, Street, City, State, Zip 100 North Stewart Street, Carson City, NV 89701	
10. Brief Project Title – descriptive of the project  Nevada Statewide Digital Initiative	
11. Federal LSTA funds requested  \$ 99,000	12. Total project cost  \$ 99,000
13. Type of Library <input type="checkbox"/> Public <input type="checkbox"/> Academic <input checked="" type="checkbox"/> Special <input type="checkbox"/> Library Consortia <input type="checkbox"/> School	
14. Multiple applications? Priority ranking	15. Estimated number of person served <b>directly</b> by this project 500 directors and staff of organizations and agencies which are key stakeholders
<p><b>B. ABSTRACT</b> Give concise description of the project. What difference will this project make to improve behaviors, knowledge, skills, attitudes, life condition or status related to the identified need and why? Briefly summarize key proposed services. Limit text to the space below.</p> <p>During 2008/2009 with LSTA funding, the collaborative nature of Nevada’s statewide digitization projects was formalized with a strategic plan that developed a shared vision and long term goals allowing for the wise and effective use of available resources in Nevada. The purpose/mission of the Nevada Statewide Digital Initiative as indentified by the planning process is: Increase access to the collections held by Nevada’s cultural heritage Institutions’ through digital access to materials by residents of Nevada and scholars and researchers interested in Nevada’s culture and history. It became clear during the planning process that the library, archive and museum communities can develop statewide collaboration over the next five years beginning with a series of preliminary steps. These preliminary steps identified by the Digital Advsiory Committee include 1) creating a collection policy; 2) creating a website that links existing projects; 3) adopting statewide best practice/standards; 4) creating local partnerships that would build up to statewide partnerships; 5) continuing support for the statewide digital leadership committee including meeting four times a year; 6) providing a facilitator for group meetings; 7) developing one digital pilot project which models the “curatorial traditions” libraries, archives and museums use to create and manage their digital materials; and 8) funding a statewide multi-server license for ContentDM. This LSTA project will address these preliminary steps.</p>	

**C. Describe the need or opportunity.** (1 page maximum). Include a brief description of the target audience.

There is a critical need to provide a strategic infrastructure for the long-term maintenance of Nevada's primary source materials including newspapers, manuscripts, photographs, maps, sound records, and government publications. The state's archives, historical repositories, libraries, and museums are working towards the development of Nevada digital collections. The following needs are core to the continued development and implementation of an effective infrastructure that will support those digital collections:

- Currently there are a number of institutions engaging in digitization projects in the state. Partners are being identified and projects are being completed. A sound planning methodology must exist that facilitates collaboration among all Nevada cultural heritage institutions and allied information providers wishing to increase access to their research collections. A shared vision and long term goals will allow for the effective use of available resources in Nevada. This need has been addressed in the LSTA 2008 funded grant entitled *A Nevada Statewide Digitization Plan* with a completed plan to be submitted no later than June 2009.
- The development of a statewide digitization program requires identifying and addressing major areas of focus such as organizational infrastructure, collection selection criteria, standards, legal issues, accessible collections, and training. From these areas identified through the planning process, goals can be developed that, when achieved, will result in improved access to Nevada's collections. This LSTA 2009 funded grant would address these elements between July 2009 and July 2010.
- Funding sources award money for projects involving digitization based on criteria including evidence of an effective planning process that appropriately involves all partners, the effectiveness of project plans to preserve and sustain digital materials, agreed upon standards, how well the project to be planned will benefit the intended audience, the degree to which tasks result in clearly articulated goals and objectives for the planned project, and documentation that resources are sufficient to accomplish the specified planned tasks. ([http://www.ims.gov/applicants/grants/pdf/NLG\\_2007.pdf](http://www.ims.gov/applicants/grants/pdf/NLG_2007.pdf))

The primary target audience for this project will be libraries, archives, museums, historical repositories, special collections, and local government agencies which have a need to publish digital collections. A statewide digital task force consisting of members of the various organizations has been identified and will participate in the project activities.

This project addresses activity identified in the *LSTA 5 Year State Plan 2008-2012* under Goal 2 which calls for collaboration and partnerships, training, development of standards and statewide leadership. The goal charges the people, governments and associated cultural heritage organizations of Nevada with shared responsibility to preserve, protect and make the state's unique heritage available. Goal 2 serves two LSTA purposes including:

- expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages, and
- developing public and private partnerships with other agencies and community-based organizations.

**D. What are the benefits/changes proposed for the target audience?**

The primary target audience for this project includes 81 library jurisdictions (academic, special, public, school) representing 672 sites, one state archive, 26 museums and historical societies, two university library special collections, and local and state government agencies of which the organizations and their staff will benefit from the planning project. Members of this target audience serve on an advisory committee appointed by the NSLA Administrator.

The secondary target audience, as broadly defined, which will be served by well thought out and planned digital collections includes the people of Nevada estimated by the Nevada State Demographer in 2007 at 2,718,336. The Statewide Digital Leadership Committee adopted the following user categories which apply to the digital initiative: visitor/general user; students: K – 16 / life long learner; scholars: researchers, graduate students, authors; donors / funders; staff.

The implemented project activities will use principles of facilitative leadership and group collaboration to develop local partnerships that would build up to statewide partnerships, develop collection policies, and adopt statewide best practice/standards. Successful completion of these activities will result from a great understanding of digitization in Nevada, who the players are, and how to leverage success for the state. Support for ongoing activities of the statewide advisory committee including use of a facilitator will continue to build collaboration in the state among diverse communities as will the digital pilot project which will address the curatorial differences among those communities in the digital age.

The project will provide tangible outcomes. Ensuring the longevity of a coordinated Nevada digital initiative requires building the community. By producing those outcomes in a collaborative environment that community can be built.

**E. List LSTA Goal this project addresses and the element of the library's master plan.**

Library Services and Technology Act (LSTA) Five Year State Plan 2008 – 2012

Goal #2: The people, governments and associated cultural heritage organizations of Nevada will share responsibility to preserve, protect and make the state's unique heritage available.

Activity: Explore and implement methods to encourage collaboration and partnerships of libraries with other cultural heritage institutions willing to participate in the statewide digital initiative.

Activity: Coordinate and provide training to libraries and eligible organizations to digitize historically relevant documents and artifacts.

Activity: Encourage libraries to digitize unique local resources using established standards in order to provide expanded access to Nevada resources.

Activity: Support and provide state level leadership in the statewide digital initiative.

State Historic Records Advisory Board (SHRAB) Strategic Plan for 2007 – 2011

Goal 3: Nevada's people and governments will share responsibility to preserve and make our unique documentary heritage available.

Objective: Improve access to records statewide by encouraging the creation of traditional finding aids and directories, as well as through the wider use of standard online descriptions.

Nevada State Library and Archives (NSLA) Strategic Plan 2003-2008

Goal #4: Identify and remove barriers to ensure that all Nevadans have equal opportunity to access and utilize public information.

Goal #7: Explore new types of physical and virtual environments for providing NSLA services to our clients

**F. Describe the implementation of the project.** Use the timeline form (see last page) in conjunction with this description. (Maximum – 2 written pages plus the timeline)

1. Implement one digital training workshop based on the training needs identified in the digital statewide survey. (April 2009 – December 2009)
  - Issue a Request for Bid seeking a consultant with expertise in digitization. Educational outcomes are identified. A scope of work is written. A bid evaluation committee including NSLA staff and members of the digital community is identified. The bid is posted. Bids submitted by the due date are reviewed. Negotiations occur. The state contract is compiled, signed, and submitted to State Budget for approval.
  - Workshop sites are identified. The workshops are marketed. The trainer provides the workshops. Evaluation forms are filled out by every participant. A follow-up evaluation occurs three months after the workshop to identify what the participants used in their local digitization activities.
2. Provide a facilitator for group meetings. (April 2009 – June 2009)
  - Issue a Request for Bid seeking a consultant with expertise in meeting management, collaborative problem solving, and facilitation. A scope of work is written. A bid evaluation committee including NSLA staff and members of the digital community is identified. The bid is posted. Bids submitted by the due date are reviewed. Negotiations occur. The state contract is compiled, signed, and submitted to State Budget for approval.
  - Work with the facilitator and committee chair of the Statewide Digital Advisory Committee to plan four meetings, determine outcomes and do meeting follow-up.
3. Continue support for the statewide digital leadership committee including meeting four times a year. (June 2009 – June 2010)
  - Establish one meeting a quarter. Set dates. Address meeting sites and travel logistics. Work with committee chair and facilitator to set meeting purpose, outcomes, and agenda. Work with local sites to implement the meeting process. Work with committee chair and facilitator regarding meeting follow-up.
  - Work with committee to address and evaluate the outcomes of this project within the framework of the Statewide Digital Plan. Use the results to address infrastructure and governance issues.
4. Purchase digital scanner to support digital projects in Micrographics and Imaging. (July 2009 – October 2009)
  - Work with NSLA staff to purchase the equipment and implement it.
5. Fund a statewide multi-server license for ContentDM. (July 2009 – December 2009)
  - Aggregate metadata from multiple CONTENTdm servers with the Multi-Site Server license enabling end users to query multiple CONTENTdm Servers from a single search interface.
  - Work with NSLA and site staff to purchase the license and implement it within the statewide infrastructure.
6. Create local partnerships that would build up to statewide partnerships. (July 2009 – June 2010)
  - Use the activities of the Statewide Digital Advisory Committee and the curatorial pilot project to develop partnerships that will support ongoing implementation of a Nevada initiative. Assess partnerships that are regional and recommend consideration of those partnerships at the committee level, at the state level, and to local jurisdictions.
7. Develop one digital pilot project which models the “curatorial traditions” libraries, archives and museums use to create and manage their digital materials. (August 2009 – June 2010)
  - Work with three pilot sites (library, archives/records, museum) to identify electronic resources or identify materials that need to be scanned regarding Yucca Mountain.
  - Scan the material, created metadata, input into ContentDM.
  - Identify, review and address curatorial traditions that impact the publishing of digital information. Document the issues, make recommendations, send to the Digital Advisory Committee for review and acceptance.
  - Address the issues in the development of a Nevada digital governance infrastructure.

8. Create a collection policy and adopt statewide best practice/standards. (September 2009 – December 2009)
  - Work with the Statewide Digital Advisory Committee to identify a task force. Develop a charge for the task force. Information is gathered on policies and best practices. The members evaluate the information and develop a set for use by the Nevada digital community. The recommendations are forwarded to the digital advisory committee for review and acceptance. The content is vetted past the oversight bodies for the participating communities. The material is accepted and published on a Nevada digital wiki.
9. Create a website that links existing projects. (January 2010 – June 2010)
  - Work with staff and the Statewide Digital Advisory Committee to identify existing projects. Identify the best method for linking the existing projects in a phased approach to include initial links on a standard page either on a website or in a wiki. Determine the best methodology to link the projects through a statewide product. Determine the technical logistics and costs of doing so. Make recommendations to the Statewide Digital Advisory Committee for acceptance.

Who will complete the activities:

- Facilitator: Works with NSLA staff and members of the Digital Advisory Committee to facilitate the group process ensuring completion of identified outcomes for the project such as the development of standards and identification of best standards.
- Digital trainer: Will provide a digital training workshop in three locations in the state.
- NSLA staff: The project manager will work with the Statewide Advisory Committee and the group's facilitator; write the scope of work for the facilitator's contract, manage the bid and contract process, write the scope of work for the digital trainer's contract, manage the bid and contract process; work with the digital pilot project participants; work with staff to digitize pilot project material; work with staff to address license and equipment issues; and provide staff support for managing the overall project.
- Statewide Digital Advisory Committee: Members of the committee provide background information for the consultant, contribute to the strategic planning process, review any survey questions, analyze focus group and survey data, and work with the consultant to develop digitization focus areas, goals, activities, and evaluation criteria. The members recommend next steps in the development of the statewide digitization infrastructure as follow-up to the planning process.

**G. Describe the evaluation method and measures that will be used to assess the project.**

This project will result in a series of products that include a collection policy, a website, best practice/standards, local partnerships, ongoing support for the collaborative nature of the project, a digital pilot project which models curatorial traditions of libraries, archives, and museums; and a statewide multi-service licensed access to ContentDM. In effect the outcomes will be:

- Nevada's cultural heritage institutions and allied information providers share a common vision and set of goals in the development of the Nevada Digital Heritage Initiative.
- Nevada's cultural heritage institutions and allied information providers develop a statewide network based on the best set of solutions for Nevada's statewide digitization.

It became clear during the digital planning process that the library, archive and museum communities can develop statewide collaboration over the next five years beginning with a series of preliminary steps. Building a collaboration results in changes in skill, knowledge, attitude, and behavior among project participants. An indication that change has occurred will be the use of collection policies, best practices/standards and local partnerships in the development of a Nevada Digital Heritage Source.

Project participants can provide an indication of their use of collection policies, best practices/standards and local collaborative efforts. This information can be identified at grant application cycles during the project year and on an ongoing basis and will be reported out as part of this grants evaluation.

Additional outputs which will be collected and reported as part of this grant funded project include:

- The number of institutions which adopt the collection policy and best practice/standards.
- The number of local partnerships which are formed
- The number of visits to the digital website
- The number of records loaded into a pilot project which models curatorial traditions

**H. BUDGET** Complete in combination with the Budget Narrative page.

Complete the following chart: include amounts for LSTA and local funds allocated in support of the project. There is no requirement that LSTA funds be matched with local funds. However, both local funds and LSTA funds for this project will be considered during the evaluation of the budget. Local funds may include both existing and new budget items for direct expenditure on the project. For this purpose, existing or in-kind budget items may include such items as space, equipment, salaries, fringe benefits, supplies and other related costs.

Budget Categories	LSTA Funds (nearest dollar)	Local Funds/ Other funds	In-Kind	Total Costs
Salaries/Wages/Benefits	\$	\$	\$	\$
Travel	\$18,000			\$18,000
Equipment over \$5K	\$12,000			\$12,000
Equipment/Property				
Contractual Services	\$65,000			\$65,000
Library Materials				
Other	\$4,000			\$4,000
<b>TOTAL</b>	\$99,000	\$	\$	\$99,000



**WE, THE UNDERSIGNED, CERTIFY** that this project application will be the basis for the operation and administration of the project for which LSTA funds are requested. We will provide expenditure and other reports and will comply with such fiscal provisions as the Nevada State Library and Archives requires. *At least one copy of the application form must have original signatures.*

Signature of President, Board of Trustees/School Board ▼	Date Signed
Signature of Library Director/School Administrator ▼	Date Signed
Signature of Project Director ▼	Date Signed

**I. BUDGET NARRATIVE** (2 pages maximum). Include the estimated funds needed, LSTA, local, and in-kind, to complete each activity. If equipment is being purchased, itemize by identifying the piece of equipment, how many you are purchasing, its purpose in the project, and for what library. If your budget includes personnel costs, provide a breakdown of the personnel and fringe benefit costs. Be sure it is clear how grant and match funds will be spent.

***I. Salaries/Wages/Benefits***

None

***II. Travel***

Project Advisory Committee – 4 trips	
Transportation – 4 trips (flight, mileage, parking)	\$6,500
Lodging/Per diem – 4 trips x 5 participants	\$8,500
Project staff travel	
Transportation – 4 trips (flight, mileage, parking)	\$1,200
Lodging/Per diem – 4 trips	\$1,800

***III. Equipment over \$5K***

Digital Scanner to support digitization component	\$12,000
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***IV. Equipment/Property***

None

***V. Contractual Services***

Amargosa Valley Library District	
Scanning/metadata/CTDm Yucca Mountain Collection	\$3,500
Scanning/medadata/CTDm Legislative Photos	\$9,500
Metadata/CTDm Sara Winnemucca	\$5,000
Digital contractor to upload content into ContentDM	\$10,000
Digital Workshop Trainer	\$9,000
Digital Advisory Committee Facilitator	\$12,000
ContentDM statewide multiserver license	\$14,000
Wiki license	\$2,000

***VI. Library Materials***

None

***VII. Other***

Printing, Mailing, Supplies	\$4,000
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## Timeline

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
MONTHS															
ACTIVITIES:	x														
1. Implement Training workshop		x	x	x	x	x	x	x	x						
2. Hire facilitator	x	x	x	x											
3. Committee meetings					x			x			x			x	
4. Digital scanner				x	x	x	x								
5. Multi-server license CDM				x	x	x	x	x	x						
6. Local partnerships				x	x	x	x	x	x	x	x	x	x	x	x
7. Pilot Project					x	x	x	x	x	x	x	x	x	x	x
8. Policies and standards						x	x	x	x						
9. Website to link projects										x	x	x	x	x	x

Instructions: List activities described in the Implementation section. Check off month(s) in which each activity will take place or use an arrow to indicate on-going activities for sequential months. If more space is needed, use copies of this form. This timeline is a sample— you may use your own design.