

## DIGITAL IMAGING

- \* **Option 1: To digitize a collection, the range of funding is \$5,000 - \$20,300 per application.**
- \* **Option 2: To repurpose or enhance a previously created digital collection, the range of funding is \$50,000-\$80,000 per application.**
- \* **Option 3: To digitize a significant collection, the range of funding is \$80,000-\$100,000.**
- \* **No more than one application per agency will be funded.**
- \* **If funding is available, approximately of \$500,000 will be awarded in this grant category.**

### **PROGRAM OVERVIEW**

This grant offering will assist libraries in providing greater access to collections through the creation of Internet ready electronic versions of digital images. There are three options for FY09 digital imaging projects:

- \* Option 1: To Digitize a Collection.
- \* Option 2: To Repurpose or Enhance a Previously Created Digital Collection.
- \* Option 3: To Digitize a Significant Collection.

This grant cycle has special emphasis to digitize valuable unique collections in Illinois that address local and Illinois history and resources. Applications for projects in other subject areas will be considered based on significance, as documented and justified in the grant application.

Digital files and their associated metadata records created during the grant period must be submitted to the Illinois Digital Archives (IDA).

Under Option 2, libraries may apply to repurpose or enhance previously created digital images. Repurposing is defined as taking previously created digital images and presenting them in an innovative manner. For example, a repurposing application might propose to pay for data entry of census information into an existing database linked to an image management system that will display demographic information that can be linked to photographs, newspaper clippings and other items in order to enhance an existing local history digital imaging collection.

Under Option 3, libraries applying to digitize a significant collection must explain the importance of the collection. Describe how the collections related to local history and justify the significance of the collection in terms of how it relates to historical or cultural trends or events on a state, national or international level.

All applicants are required to obtain copyright permission prior to submitting the application and confirm it by submitting the required Digital Imaging Copyright Ownership Statement with the grant application.

All applicants must adhere to the IDA digital imaging guidelines. <http://www.idaillinois.org/cdm4/guidelines/>

A non-binding quote from a vendor for outsourcing the digitization and/or for the equipment prices posted by an online vendor is required.

Examples of materials and resources appropriate for digitization from valuable, unique collections that address local and Illinois history include:

- \* Archival materials, manuscripts, diaries, and personal journals.
- \* Photographic negatives, glass negatives, prints and movie film.
- \* Sheet materials, such as handwritten musical scores, maps, posters, drawings and prints.
- \* Sound recordings such as oral histories and tapes.
- \* Newspapers with demonstrated historical significance. Written copyright permission from the existing publisher is required if the newspaper is still being published.
- \* Material in the public domain published before 1923.
- \* Significant collections related to Illinois (as identified and described by the applicant).

### **DESIRED OUTCOMES**

The Illinois State Library seeks to fund projects with the following desired outcomes:

- \* Illinois citizens' access to local history and cultural material in a digital format is increased.
- \* Illinois citizens' access to significant collections of historic and cultural importance is increased.

As determined by the proposed purpose of the project, this grant offering supports:

*The Illinois Long Range Plan For The Use Of LSTA Funds 2008 – 2012*

- \* Goal 2: Position Illinois libraries to provide access to abundant resources and information, both virtual and tangible, to collaborate for resource sharing, develop ideas that embrace technology and extend library services for all Illinois citizens.

*The Strategic Plan For Technology And Telecommunications: Action Plan For FY09*

[http://www.cyberdriveillinois.com/departments/library/whats\\_new/pdfs/fy09\\_actionplan.pdf](http://www.cyberdriveillinois.com/departments/library/whats_new/pdfs/fy09_actionplan.pdf)

Goal: Continue to improve services to patrons through expanded information discovery, access and delivery.

Priority Areas in FY09:

- \* Digitize valuable unique collections in Illinois that address local and Illinois history and resources. Digitized collections should be available through the Illinois Digital Archives. Funding should be set aside for digitization of key historic state government publications.

### **ELIGIBLE APPLICANTS**

**Academic, school, public and special LIBRARY AGENCIES and REGIONAL LIBRARY SYSTEMS are eligible to apply.**

- \* Only one application will be accepted per library. While library buildings, branches and attendance centers are eligible to apply, all applications must be submitted by the administrative headquarters of the library agency.
- \* An agency with multiple eligible libraries may submit no more than three unique applications. The applications must propose to digitize different collections.
- \* The agency may submit up to three, but no more than one application will be funded.

Library Agency: To be eligible for LSTA grants under this plan, a library must meet the criteria as defined by *Illinois Compiled Statutes* and the *Administrative Code Rules*. The agency must be recognized as a "Full Member Library" meeting the criteria for library system membership as defined by the library system board, subject to approval by the State Librarian and sustain full member status. (23 IL ADC 3030.10) The library must agree to honor the current interlibrary

loan code and all current resource-sharing agreements. The library must share its collection without charge with other libraries in Illinois based on those agreements. Local funds for the library may not be decreased as a result of being awarded grant funds. If a public library, the agency must honor all current laws regarding non-resident use.

Regional Library System: To be eligible for LSTA grants under this plan, a regional library system must be recognized by the Illinois State Library as meeting the criteria defined by *Illinois Compiled Statutes* and the *Administrative Code Rules* (75 ILCS 10/2). A multi-type library system serves a minimum of 150,000 inhabitants or an area of not less than 4,000 square miles and serving a minimum 10 or more public libraries, elementary and secondary school libraries, institutions of higher education libraries and special libraries. A public library system consists of a single public library serving a city with a population of over 500,000 people.

## **GUIDELINES**

- \* A library agency may not propose to digitize the same collection under two options in this grant offering. For example, a library agency may not submit a \$20,000 application under Option 1 and a \$100,000 application under Option 3 to digitize the same collection of local history photographs. A library may submit a \$20,000 application under Option 1 to digitize local history photographs and a \$100,000 application under Option 3 to digitize a Civil War manuscript collection.
- \* Funded applications will be required to prepare audio descriptions of selected digital images for people with print disabilities. Training will be provided during the grant period to address this requirement.
- \* Digital files and their associated metadata records created during the grant period must be submitted to the Illinois Digital Archives. The Illinois State Library will submit the digital collections created during the grant period to OCLC's WorldCat.
- \* Any MARC records created, as a result of any grant project, must be added to OCLC WorldCat.
- \* *Digital Imaging* grants require a non-binding quote from a vendor for outsourcing the digitization and/or for the equipment prices posted by an online vendor. Attach these to the application as Supporting Documentation.
- \* In the Project Description/LSTA Purpose, include research about the historical and cultural nature of the subject, complete with footnotes and a bibliography related to the material being digitized. If awarded, this narrative will be placed on the Illinois Digital Archive web site that will be linked to the material.
- \* Grant funds **must** be obligated October 1, 2008 – June 30, 2009. Activities may continue until August 15, 2009.
- \* Applicants are limited to one application per library/three per agency.
- \* Applicants will be required to demonstrate that the use of the proposed equipment, technology or software supports at least one purpose of LSTA.

## **BUDGET & FUNDING**

- \* Applications will be funded in the range of \$5,000 - \$20,300 for Option 1, to digitize a collection.
- \* Applications will be funded in the range of \$50,000 - \$80,000 for Option 2, to repurpose or enhance previously created digital collections.
- \* Applications will be funded in the range of \$80,000 - \$100,000 for Option 3, to digitize a significant collection. The justification for the significance of the collection is critical in this option. The Illinois State Library anticipates approximately two applications will be funded under Option 3.
- \* Outsourcing is preferred. If purchasing equipment and software, there must be a compelling reason.
- \* Costs incurred prior to the official contract start date are not eligible for reimbursement. All costs associated with preparation and submission of the application are the responsibility of the applicant.

**TO APPLY**

***Letter of Intent Deadline: April 2, 2008***

***An online Letter of Intent is required. Click on the "Application" for instructions.***

***Application Deadline: May 12, 2008***

***Applications must be legibly postmarked OR hand-delivered prior to 4:30 p.m.***

Mail one original and 20 copies (total 21) to: LSTA Grant Program  
Gwendolyn Brooks Building  
Illinois State Library  
300 South Second Street  
Springfield, Illinois 62701-1796

OR

Hand-deliver one original and 20 copies (total 21) to: Room 410 (Library Development Group, 4<sup>th</sup> floor)  
Gwendolyn Brooks Building  
Illinois State Library  
300 South Second Street  
Springfield, Illinois 62701-1796

- \* No applications will be accepted after the deadline.
- \* No facsimile applications or electronic applications will be accepted.
- \* Incomplete applications will not be considered for funding.

**GENERAL APPLICATION CRITERIA**

**FISCAL INFORMATION:**

- \* Budget requests require clear justification and explanation.
- \* All items included in the budget must be essential to the proposed programmatic plan and justified by the proposed activities or services.
- \* All purchases, personnel or contracts paid with grant funds must be integral to the approved project.
- \* LSTA grant funds may not draw interest.
- \* Awarding of LSTA funding does not obligate the Illinois State Library to provide any additional or future funding for extensions or continuation of the project.
- \* No funds will be released until the signed and dated contract has been executed.
- \* For grants awarded at \$25,000 or less, the Illinois State Library will authorize the release of awarded grant funds upon execution of the signed and dated contract with the applicant showing proof of expenditures on the periodic reports and the final report.
- \* For grants awarded at \$25,001 or more, grant funds are reimbursed upon submission of the required financial reports showing proof of expenditure or encumbrance.
- \* Grants are awarded using Library Services and Technology Act (LSTA) funds provided to the Illinois State Library by the Institute of Museum and Library Services.

**WHEN PREPARING THE BUDGET:**

- \* Research and use actual costs. Round up to the nearest dollar. Show formulas for calculating costs or convey the source.
- \* Request appropriate items and write clear explanations showing why they are necessary to the application.
- \* Specifications for equipment to be purchased must be included with supporting documentation. Reviewers must be able to evaluate if the proposed equipment, is appropriate, inappropriate or inadequate for the project.
- \* Budget \$300 for one person to attend three meetings, 1) Grant Management and Reporting Requirements Meeting; 2) Metadata Training; 3) Audio Description Training.

**THE ILLINOIS STATE LIBRARY WILL NOT APPROVE THE FOLLOWING USE OF LSTA GRANT FUNDS:**

- \* Printers, servers, RAIDs (redundant array of inexpensive disks, also known as redundant array of independent disks).
- \* Video recorders.
- \* Accelerated Reader tests or Reading Counts tests.
- \* Bookmobiles or vehicles.
- \* Computer labs (stationary or wireless), circulation systems or bibliographic platforms.
- \* Construction, wiring, and capital improvements to the building or anything that is attached to the walls: i.e. signage, shelving. To be allowed, shelving, for example, must specifically say that it is free standing and why it is integral to the proposed activities.
- \* Continuations or to sustain existing programs.
- \* Databases or subscription electronic resources through the Web (E-Resources).
- \* Duplication or cross over with other FY2008 grants offerings.
- \* Food and refreshments, but these costs can be considered a local contribution.
- \* Furniture.
- \* General local responsibilities. The library must open the doors, pay utilities, hire staff and use local funds for basic library services.
- \* Indirect costs and/or overhead, but these costs can be considered a local contribution.
- \* Magazines, periodicals, or serials.
- \* Out of state travel. Regardless of the purpose, library staff may not use LSTA funds to travel out of state. An out of state trainer or speaker may be brought to Illinois.
- \* Stand-alone circulation systems. Illinois has a long-standing history of resource sharing. Circulation systems that are stand-alone do not support statewide resource sharing.
- \* Subscriptions, maintenance contracts or licensing fees that fall outside the timeframe of the grant project.
- \* Travel to, registrations for, and attendance at conferences.
- \* General marketing or promotional materials to publicize the library.
- \* Costs of meetings, or other events related to non-LSTA grant activities of the organization.
- \* Costs of general library promotional items and memorabilia, including models, gifts, and souvenirs.
- \* Costs of advertising and public relations designed solely to promote the library in general.

*Products that educate the public about the grant project are allowable. The determining factor may be whether the items are more educational and informational in nature than promotional. If an item is in question, call the Illinois State Library for clarification or partner with a business and other organizations to cover the costs of promotional materials.*

### HIRING STAFF, INDIVIDUALS, OR AGENCIES ON CONTRACT:

Personnel and Professional Contracts may be paid with either LSTA grant funds or as a local contribution with agency funds.

- \* If individuals or contracts are paid with LSTA funds, it must be for time actually spent working on the project.
- \* Personnel: **Salary and LSTA grant funds may not be earned at the same time.** In other words, no double dipping or overlap of payment is allowed. An individual, including full time staff, may be paid with LSTA grant funds for actual time spent working on grant activities, as long as they are not earning salary concurrently. An agency may pay project staff and recover staff salaries (and benefits) for the actual time that individual works on the grant project.
- \* A part time employee of the library may have hours added for work on the grant project, and those hours spent working on the project can be paid with LSTA funds.
- \* LSTA funds may **not** be used for purposes other than the approved, funded grant activities. Personnel or contractual arrangements to assume non-grant related duties of or to substitute for a staff person working on the grant activities are not allowed as grant expenses.

As an example: a school librarian (project director) working on a grant project may **not** hire a sub, with LSTA funds, to work in the library while the project director is out of the building working on grant activities. (Because the sub is not working on the grant project.) But, the school district can hire a sub with local funds and pay the school librarian (project director) with LSTA funds for time spent working on the grant project.

### ATTACHMENTS TO THE GRANT APPLICATION:

- \* Applications must include the *Digital Imaging Copyright Ownership Statement*. (See page 8 of this application.)
- \* The application must include non-binding quotes. This includes quotes for outsourcing and/or equipment prices posted by an online vendor. Attach these to the application as supporting documentation.
- \* The director of every agency listed as a partner in this project must have a letter of commitment attached as supporting documentation to confirm their roles and financial obligations to the project. Attach a letter from any agency providing funds or in-kind contributions to confirm their financial commitment.
- \* Attach any additional documentation that communicates the library's commitment to the success of the project.
- \* Do not attach resumes of staff.
- \* Letter of support from legislators are neither necessary nor encouraged.
- \* Applications submitted by public libraries, public schools, and consortia that include public libraries and public schools must attach the signed CIPA certification to certify compliance with the Children's Internet Protection Act. See page 10 of the application.

### REVIEW PROCESS

- \* This is a competitive review process. Each application must stand on its own merit and is evaluated based on the information provided in the application.
- \* The staff of the Illinois State Library and teams of reviewers will evaluate all applications. Final recommendations for funding are made by the Illinois State Library with the grant awards subject to approval by the Secretary of State and State Librarian.
- \* Only the awarded grant applications shall be considered public information. Working papers, individual reviewer's comments, notes, and scores are not public information. A summary of the review comments will be shared with the applicant.

**FINAL SELECTION PROCESS:**

Applications will be funded that best meet the purpose of the grant offering and address one or more of the goals in the *Illinois State Library's Long Range Plan for the Use of LSTA Funds FY2008 – 2012*.

Selection factors that will be taken into account include:

- \* A minimum of 40% of the total funding available for competitive Library Services & Technology Act grants will be allocated for projects that address the *Strategic Plan for Technology and Telecommunications: Action Plan for FY09* and lead to models that can be replicated in other locales.
- \* Availability of LSTA funds.
- \* Submission of a complete application meeting the deadline.
- \* Extent to which the proposed grant activities represent an appropriate use of the funds.
- \* Reviewers' working papers.
- \* Geographic distribution of the proposed grant awards.
- \* Applicant's past grant performance.
- \* Possible duplication with other state funded initiatives.
- \* Earliest date and time of receipt of the complete application.
- \* Pre-contract negotiations between the Illinois State Library and the grant applicant will clarify any issues raised during the review process. Not all applicants contacted during the pre-contract negotiations will receive an award. ISL reserves the right to partially award an application's request.

**GRANT TIME FRAME**

All grant activities and expenditures must take place during the grant time frame of October 1, 2008 through August 15, 2009. All grant funds must be obligated by June 30, 2009 and expended by August 15, 2009.

February 2008	Application information available for grants.
April 2, 2008	LETTER OF INTENT deadline.
May 12, 2008	COMPLETE APPLICATION deadline.
September, 2008	Grant awards announced.
October 1, 2008	Grant activities begin.
October 2008	Required grant management workshop for Project Directors.
June 30, 2009	All funds encumbered.
August 15, 2009	All encumbered funds expended. All grant activities end.
September 1, 2009	Deadline for Final Report submitted by e-mail.

**ACCOUNTABILITY**

- \* Grant recipients are expected to adhere to the activities in the approved application.
- \* Grant recipients **must** file reports in a timely manner as outlined in the reporting manual provided by the Illinois State Library.

Failure to comply may result in:

- \* The library agency will be required to return the grant monies.
- \* The library agency will be ineligible for competitive grants for one year.

**Questions? Contact the Illinois State Library at 1-800-665-5576 press 1, then select extension 1 or send e-mail questions to kegan@ilsos.net or FAX questions to 217-782-1877**

**DIGITAL IMAGING GRANT**  
**COPYRIGHT OWNERSHIP STATEMENT**

Having full legal distribution rights of all files, pictures and images to be digitized, we do hereby expressly represent and guarantee that we are the single copyright holder or owner thereof and/or have full legal power to distribute the files, images and pictures for electronic distribution on the World Wide Web.

As to any files, pictures and images whose copyright we do not solely own, we further expressly guarantee and represent that we have full and binding permission from the copyright holder(s) and owner(s) of the original photo/image/artwork/file and a model release (if applicable) allowing full distribution of said files, pictures, and images on the World Wide Web.

We understand that by allowing the release of any files, pictures, and images on the World Wide Web that we are in no way relinquishing our rights to these files, and that we are taking full legal, moral, and financial responsibility for any disputes, disagreements, or litigation concerning the ownership and/or copyright of the above works or images, including, but not limited to, any damages, court costs, associated travel expenses and legal fees incurred, by or awarded against our institution or the Illinois State Library.

We therefore agree to indemnify and hold harmless all these persons from any and all such costs and/or damages incurred or awarded as a result of any dispute concerning the copyright or ownership of these files, pictures, and images.

Title for this project: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Name of Library: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant must complete and attach this form to the Digital Imaging Grant application.