

## DIGITAL IMAGING

- ★ To digitize a collection, the range of funding is \$5,000 - \$25,000.
- ★ To digitize an historically or culturally significant collection, the range of funding is \$80,000-\$100,000.
- ★ No more than one application per agency will be funded.
- ★ Per the Technology Accessibility Act (Public Act 095-0307) audio descriptions will be required for 100% of the images digitized. In addition, transcripts will be required for all audio/video files as well as hand written and textual materials. Training will be provided.

### **PROGRAM OVERVIEW**

This grant offering will assist libraries in providing greater access to collections through the creation of Internet ready digital images. 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 historical or cultural significance, as documented and justified in the grant application.

There are two options for FY10 digital imaging projects based on the size and historical or cultural significance of the collection:

1. Grants will be awarded between \$5,000 and \$25,000 to digitize standard collections.
2. Grants will be awarded between \$80,000 and \$100,000 to digitize historically or culturally significant collections. The justification for the significance of the collection is critical. Applications must focus on 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.

Materials proposed for digitization must be appropriate per the Illinois State Library Illinois Digital Archives Collection Development Policy. Yearbooks, telephone directories, city directories, school report cards and similar resources will not be funded. 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).

### **Special Requirements Unique to Digital Imaging Projects**

- ★ A library agency may not propose to digitize the same collection under the 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 2 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 another library within that agency may submit a \$100,000 application under Option 2 to digitize a Civil War manuscript collection. No more than one application will be funded per agency.
- ★ Outsourcing is preferred. If purchasing equipment and software, there must be a compelling reason.

- ★ *Digital Imaging* grants require a non-binding quote from a vendor for outsourcing the digitization and/or for the equipment/software prices posted by an online vendor. Attach these quotes to the application as Supporting Documentation.
- ★ All applicants must adhere to the Illinois Digital Archives Digital Imaging Guidelines.  
<http://www.idaillinois.org/guidelines.html>
- ★ 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.
- ★ The Project Description/LSTA Purpose should include research about the historical and cultural nature of the subject, complete with footnotes and a bibliography related to the material being digitized.
- ★ Per the Illinois Information Technology Accessibility Act (Public Act 095-0307), funded applications will be required to prepare audio descriptions of 100% of the digital images for people with print disabilities. In addition, transcripts will be required for all audio/video files as well as hand written and textual materials.  
<http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=095-0307&GA=095>  
Illinois Information Technology Accessibility Act Standards: <http://www.dhs.state.il.us/IITAA/IITAAStandards.html>  
Training will be provided during the grant period to address the audio description part of this requirement.
- ★ Three sample Dublin Core metadata records for items in the collection must be submitted using LC subject headings.
- ★ Any digital files created as a result of any grant project, and the associated metadata records, must be submitted to the Illinois Digital Archives (IDA). Applicants must adhere to the IDA digital imaging guidelines.  
<http://www.idaillinois.org/cdm4/guidelines/>

#### **Ineligible for Purchase Under the Digital Imaging Offering**

- ★ Printers, servers, RAIDs (redundant array of inexpensive disks, also known as redundant array of independent disks).
- ★ Video recorders.

#### **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.
- ★ Illinois citizens will have improved access to digital collections through the Illinois Digital Archives.

#### **ELIGIBLE APPLICANTS**

- ★ No more than one application will be funded per agency.
- ★ Only one application will be accepted per library. While library buildings, branches and attendance centers are eligible to apply, the administrative headquarters of the library agency must submit all applications.
- ★ An agency with multiple eligible libraries may submit no more than two unique applications (No more than one application will be funded per agency). The applications must propose to digitize different collections.

**Academic, School, Public And Special Libraries and Library Agencies are eligible to apply.** To be eligible for LSTA grants under this offering, 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 Illinet Interlibrary Loan Code [http://www.sos.state.il.us/publications/pdf\\_publications/lda130.pdf](http://www.sos.state.il.us/publications/pdf_publications/lda130.pdf) 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 Systems are eligible to apply.** There are ten regional library systems in Illinois. Nine of the regional library systems are membership-based and multi-type drawing their membership from academic, public, school, and special libraries located within a specific geographical boundary and the tenth is the Chicago Public 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).

### **GENERAL APPLICATION CRITERIA**

- ★ Library agencies may partner on an unlimited number of applications. Partners are agencies whose activities are integral to the project and without whom the project could not occur. Attach a memorandum of understanding from every partnering organization or outside agency providing funds or in-kind contributions to confirm their financial commitment.
- ★ All items included in the budget must be justified by the proposed activities or services.
- ★ Grant funded activities may not start prior to the contract start date, (expected to be October 1, 2009) and all project activities must conclude prior to August 15, 2010.
- ★ Applicants will be required to demonstrate that the programs and use of items proposed support at least one purpose of LSTA.
- ★ Products that specifically educate the public about the grant project are allowable. Products promoting general library services or activities are not allowed. The determining factor may be whether the items are more educational and informational in nature than promotional.
- ★ Grant recipients must comply with the Children's Internet Protection Act (CIPA) if LSTA funds are used to purchase computers or Internet access (i.e.: to pay an Internet Service Provider).

### **Fiscal Information**

- ★ Applications for the Digital Imaging grant offering will be funded in the range of \$5,000 - \$25,000 to digitize a standard collection; or \$80,000 - \$100,000 to digitize a historically or culturally significant collection. Requests below or above these ranges will automatically be disqualified.
- ★ Grants are awarded using Library Services and Technology Act (LSTA) funds, CFDA 45.310, provided to the Illinois State Library by the Institute of Museum and Library Services.
- ★ Grant funds must be obligated (encumbered) between October 1, 2009 and June 30, 2010. 100% of the LSTA funds must be expended by August 15, 2010. Costs incurred prior to the official contract start date are not eligible for reimbursement.
- ★ Applicants should budget for an October 2009 meeting at the Illinois State Library in Springfield. One person (project director) is required to attend a Grant Management and Reporting Requirements Meeting. LSTA budgets may include travel reimbursement not to exceed the state rate: mileage at \$0.505, hotel at a maximum of \$70 per night and meals at a maximum of \$28 per day, which are based upon State of Illinois travel regulations.
- ★ In addition, budget for two digital imaging specific training sessions: 1) Audio Description Training 2) CONTENTdm training unless the agency owns a CONTENTdm license or is participating in CARLI Digital Collections, Digital Past or LTLS Gems.
- ★ A machine or electronic device is considered equipment. If the cost of one piece of equipment is under \$500, use the *Supplies, Postage and Printing* budget line. If the cost for one piece of equipment is over \$500, use the *Capital Outlay* budget line.
- ★ The Digital Imaging application must include specifications and non-binding quotes for all equipment and software. The quotes and specifications must correlate to the appropriate budget line. If not, explain the quote to budget discrepancy, so it is clear how the budget was calculated.

- ★ All items included in the budget must be essential to the proposed activities or services. Write clear explanations within the *Project Description* and on the *Budget Explanation* that justify why the items are necessary to the success of the project. Also show formulas for calculating costs or convey the source.
- ★ Research and use actual costs. Round up to the nearest dollar.
- ★ 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.

### **The Illinois State Library Will Not Approve the Following Uses of LSTA Grant Funds**

- ★ Construction, wiring, and capital improvements to the building.
- ★ Conferences including travel to attend and registration costs.
- ★ Continuations or to sustain existing programs.
- ★ Databases or subscription electronic resources through the Web (E-Resources).
- ★ Cash donations or contributions using LSTA grant funds.
- ★ Duplication or cross over with other FY2010 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.
- ★ General marketing or promotional materials to publicize the library including general promotional items, memorabilia, gifts and/or souvenirs.
- ★ Indirect costs and/or overhead.
- ★ Magazines, periodicals, or serials.
- ★ Marketing, advertising and public relations designed solely to promote the library in general.
- ★ Meetings or other events related to non-LSTA grant activities of the organization.
- ★ 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.
- ★ Personal items such as t-shirts, water bottles, coffee mugs.
- ★ Stand-alone circulation systems or bibliographic platforms. Illinois has a long-standing history of resource sharing. Circulation systems that are stand-alone do not support statewide resource sharing.
- ★ Subscriptions, warranties, maintenance contracts or licensing fees that fall outside the timeframe of the grant project.

### **Hiring Staff, Individuals, or Agencies on Contract**

If appropriate and necessary for the success of the project, 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 actual time 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*.
- ★ Applications must include the sample Dublin Core metadata records for three representative records in the collection to be digitized.
- ★ 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.
- ★ If an outside agency is providing funds or in-kind contributions, attach a memorandum of understanding from them to confirm their financial commitment. The memorandum of understanding must quantify either the monetary contribution or define the in-kind contributions.
- ★ Attach the signed CIPA certification to certify compliance with the Children's Internet Protection Act. Please note that all grant recipients must comply with the Children's Internet Protection Act (CIPA) if LSTA funds are used to purchase computers or Internet access (i.e.: to pay an Internet Service Provider). For all other uses, CIPA certification is required, but compliance is not.
- ★ Attach any additional documentation that communicates the library's commitment to the success of the project.
- ★ Generic letters of support from legislators or letters expressing general endorsement of the proposal are neither necessary nor encouraged.
- ★ Do not attach resumes of staff.

### **REVIEW PROCESS**

- ★ The review process is competitive. 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 that address one or more of the goals in the *Illinois State Library's Long Range Plan for the Use of LSTA Funds FY2008 – 2012*. As determined by the proposed purpose of the project, this grant offering supports:

- ★ 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.

Obligations of the Illinois State Library to fund this grant program will cease immediately without penalty or further payment being required if the Institute of Museum & Library Services or the US Congress fails to appropriate or otherwise make available sufficient funds. Award notification will be released when legislative and gubernatorial approval of an FY2010 appropriation is made.

**Selection factors that will be taken into account include:**

- ★ Availability of LSTA funds.
- ★ Submission of a complete application meeting the deadline.
- ★ Extent to which the proposed grant activities represent an allowable, allocable and reasonable use of the funds.
- ★ Projects that address the Illinois State Library *IDA Collection Development Policy*.
- ★ Projects that address the *Strategic Plan for Technology and Telecommunications: Action Plan* and lead to models that can be replicated in other locales.
- ★ Reviewers' working papers.
- ★ Geographic distribution of the proposed grants 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 change the grant amount as appropriate.

**GRANT TIME FRAME**

January 2009	Application information available for grants
<b>March 31, 2009</b>	<b>LETTER OF INTENT deadline</b>
<b>May 1, 2009</b>	<b>COMPLETE APPLICATION deadline</b>
September, 2009	Grant awards announced
October 1, 2009	Grant activities begin
October 2009	Required grant management workshop for Project Directors
June 30, 2010	All funds encumbered
August 15, 2010	100% of encumbered funds expended; all grant activities end
September 1, 2010	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.

**TO APPLY**

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

**Letter of Intent Deadline: March 31, 2009**

**Application Deadline: May 1, 2009**

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

Mail one original and 15 copies (total 16) to: LSTA Grant Program

Illinois State Library  
300 South Second Street  
Springfield, Illinois 62701-1796

**OR**

Hand-deliver one original and 15 copies (total 16) 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

- ★ Staple each copy of the application with the Grant Application Cover Sheet listing the grant number "10-xxxx" as page 1. Do not use special bindings or notebooks.
- ★ To ensure timely delivery, please use Fed Ex, UPS or first class mail.
- ★ 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.

**QUESTIONS?**

Contact the Illinois State Library at 1-800-665-5576. When prompted, select extension 1 for the Library Development Group.

Send questions by e-mail to: [ascott@ilsos.net](mailto:ascott@ilsos.net) or [kegan@ilsos.net](mailto:kegan@ilsos.net)

Complete and attach this required form to the **Digital Imaging** grant application.

**COPYRIGHT OWNERSHIP STATEMENT**

**(Check the appropriate certification of copyright ownership.)**

- We certify that this agency owns the copyright for the materials to be digitized. 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.

Or, the materials to be digitized are in the public domain.

**AND/OR**

- We certify that 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.

**IN ADDITION**

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: \_\_\_\_\_

Complete and attach this required form to the **Digital Imaging** grant application.

**CHILDREN'S INTERNET PROTECTION ACT (CIPA) 20 U.S.C. § 9134(f)**  
**INTERNET SAFETY CERTIFICATION FOR APPLICANTS**  
**APPLYING FOR FY2010 LSTA FUNDS**

**Name of Applicant Agency:** \_\_\_\_\_

**The applicant is a:**

- Public Library
- Public Elementary or Secondary School Library
- Consortia With Public Libraries and/or Public School Libraries
- Special Library, Academic Library or a Private Library

As the duly authorized representative of the applicant library, I hereby certify that the library is: (Please check only one.)

- CIPA Compliant**  
The applicant library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.
- The library receives services at discount rates under section 254(h)(6) of the Communications Act of 1934 and **certifies compliance under the E-Rate program.**
- The CIPA requirements do not apply** because no funds made available under the LSTA program are being used to purchase computers to access the Internet, or to pay for direct costs associated with accessing the Internet.
- The applicant is a **Special Library, an Academic Library or a Private Library** and is NOT partnering on this project with a public library, a public school library or consortia with public libraries and/or public school libraries.

\_\_\_\_\_  
*Signature of Authorized Representative*

\_\_\_\_\_  
*Printed Name of Authorized Representative*

\_\_\_\_\_  
*Title of Authorized Representative*

\_\_\_\_\_  
*Date*

**DIGITAL IMAGING GRANT  
 DUBLIN CORE METADATA RECORDS**

Use the following information to submit 3 sample metadata records for your digital imaging project. The fields included are mandatory fields for metadata included in the Illinois Digital Archives. The form follows and you may add more fields, if necessary.

Field Name	Description of data to be included
<b>Title</b>	Title of the object
<b>Creator</b>	Creator of the object (author, photographer, painter, etc.)
<b>Subject – LOC</b>	Library of Congress Subject headings
<b>Subject – IDA*</b>	
<b>Description</b>	Description of the object
<b>Date Original</b>	Date of the original piece, not when digitized
<b>Searchable Date</b>	This field is specifically for CONTENTdm and is especially important when entering "circa" dates for objects.
<b>Identifier</b>	A unique identifier for the object (barcode, item number, etc.)
<b>Coverage – Geographic</b>	Use Library of Congress geographic headings
<b>Coverage – Temporal**</b>	
<b>Type***</b>	
<b>Collection Publisher</b>	Your institution
<b>Rights Management</b>	A rights management statement for the collection. Information regarding restrictions on access to, or use of the digital images in the collection.

\*Subject – IDA: use the following subjects to indicate general subject areas of the materials

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>▪ African Americans</li> <li>▪ Agriculture</li> <li>▪ Arts &amp; Architecture</li> <li>▪ Business/Industry/Manufacturing</li> <li>▪ Civil War</li> <li>▪ Coal</li> <li>▪ Disasters</li> <li>▪ Domestic/Community/Social Life</li> <li>▪ Education</li> <li>▪ Engineering &amp; Construction</li> <li>▪ Genealogy</li> <li>▪ Government/Politics/Law</li> <li>▪ Labor</li> <li>▪ Local History</li> <li>▪ Maps</li> </ul> | <ul style="list-style-type: none"> <li>▪ Medicine &amp; Health Care</li> <li>▪ Military</li> <li>▪ Monuments &amp; Memorials</li> <li>▪ Native Americans</li> <li>▪ Natural Resources</li> <li>▪ Newspapers</li> <li>▪ Oral History</li> <li>▪ Religion</li> <li>▪ Science &amp; Technology</li> <li>▪ Transportation &amp; Communication</li> <li>▪ Veterans</li> <li>▪ Women</li> <li>▪ World War I</li> <li>▪ World War II</li> </ul> |
|---|--|

\*\*Coverage – Temporal: use the following time periods to identify the object

1810s (1810-1819)	1910s (1910-1919)
1820s (1820-1829)	1920s (1920-1929)
1830s (1830-1839)	1930s (1930-1939)
1840s (1840-1849)	1940s (1940-1949)
1850s (1850-1859)	1950s (1950-1959)
1860s (1860-1869)	1960s (1960-1969)
1870s (1870-1879)	1970s (1970-1979)
1880s (1880-1889)	1980s (1980-1989)
1890s (1890-1899)	1990s (1990-1999)
1900s (1900-1909)	2000s (2000-2009)

\*\*\*Type: use the following DCMI type vocabulary

- ★ Image: An image is primarily a symbolic virtual representation other than text. For example – images, photographs of physical objects, paintings, prints, drawings, other images and graphics, animations and moving pictures, film, diagrams, maps, musical notation.
- ★ Moving Image: A series of visual representations that, when shown in succession, impart an impression of motion. Examples of moving images are: animation, movies, television programs, videos, zoetropes, or visual output from a simulation.
- ★ Sound: A sound is a resource whose content is primarily intended to be rendered as audio. For example – a music playback file format, an audio compact disc, and recorded speech or sound.
- ★ Still Image: A static visual representation. Examples of still images are: paintings, drawings, graphic designs, plans, and maps.
- ★ Text: A text is a resource whose content is primarily words for reading. For example – books, letters, dissertations, poems, newspapers, articles. Note that facsimiles or images of texts are still of the genre text.

Complete this required form using these mandatory fields for three sample records from the collection to be digitized. Attach the three forms to the Digital Imaging grant application.

**DIGITAL IMAGING GRANT \* DUBLIN CORE METADATA RECORD**

Name of Applicant Agency: \_\_\_\_\_

Project Title: \_\_\_\_\_

<b>Title</b>	
<b>Creator</b>	
<b>Subject – LOC</b>	
<b>Subject – IDA</b>	
<b>Description</b>	
<b>Date Original</b>	
<b>Searchable Date</b>	
<b>Identifier</b>	
<b>Coverage – Geographic</b>	
<b>Coverage – Temporal</b>	
<b>Type</b>	
<b>Collection Publisher</b>	
<b>Rights Management</b>	