

ATTACHMENT A
**Goal 2-DIGITIZATION APPLICATION FOR A
LIBRARY SERVICES AND TECHNOLOGY ACT FEDERAL (LSTA) GRANT
FURTHER CALL COMPETITIVE AWARDS -- FEDERAL FISCAL YEAR 2003-II**

Submit one signed and dated original and 12 copies to: **Jym Wroblewski/LSTA Coordinator –F30**
Library Development and Services
1500 Highway 36 West
Roseville MN 55113-4266
PH: 651-582-8805; FAX: 651-582-8731

Minnesota LSTA FY2003 Round 11 Goal 2 Digitization – Competitive & Statewide Initiative Application
Follow the exact form, contents, and pagination provided by LDS.

A. Administrative Information: [LDS uses items A: 1-9 for federal reporting. Be specific, direct and concise.]

The below-named applicant hereby applies for a LSTA project grant as established as a priority activity under the Minnesota Five Year Plan for the use of LSTA:

1. Applicant institution name and address:

Minnesota Academic Group for New Opportunities in Library and Information Access (MAGNOLIA)

Members include the library directors from:

St. Cloud State University, 420 Fourth Ave. S, St. Cloud, MN 56301-4498 (Kristi Tornquist);

Minnesota State University, Mankato, 228 Wiecking Center, Mankato, MN 56002-8419 (Joan Roca);

Winona State University, P.O. Box 5838, Winona, MN (Christine Clements);

University of Minnesota, Twin Cities, University Libraries, 309-19th Ave. S, Mpls., MN, 55455 (Wendy Pradt Lougee);

MINITEX, U of M, 15 Andersen Library, 222-21st. Ave. S, Mpls., MN, 55455 (Bill DeJohn)

Minnesota Tax I.D. no. 9-000-001 Federal Employer I.D. no. 41-1687554

2. Name, title, telephone number and e-mail address of grant administrator and grant coordinator if different:

Administrator
Kristi Tornquist,
Dean, Learning Resources & Technology Services
St. Cloud State University
320-308-2022
kmtornquist@stcloudstate.edu

Coordinator
Marian Rengel
Grant Projects Developer, LR&TS
St. Cloud State University
320-308-5625
mrregel@stcloudstate.edu

3a. Project Title: Minnesota Digital Library Implementation – Phase I

3b. Federal Funds Requested: \$299,983.56

4. Estimated number of people to be served by Project

The primary target population served by the Minnesota Digital Library is the entire state: latest population figure (July 2002) – 5,019,720. The eventual target population will include all people, worldwide, who are interested in accessing resources unique to Minnesota.

5. Identify targeted geographic location to be served; include city, county(s) or statewide:

Statewide

6. Federal Congressional District(s) within area to be served by project:

List by Congressional number: All

7. Minnesota's LSTA Plan: The Goal number/letter: 2A **The Program number:** 4

8. Grant checklist: Please check the following statements. (If any are unchecked proposal will be invalid)

Coalition of MN Digital Collections (CMDC) will provide a letter of support

CMDC is involved in grant planning X

Grantee following metadata standards and related digitization guidelines established by

CMDC X

9. Relevance to LSTA Goal & Program Activity: (Maximum Points: 5)

The Minnesota Digital Library Implementation project supports Goal 2A – “Technology and Infrastructure” – Activity 4 _ “ support libraries in digitizing unique local resources and provide access to this information through state and regional portals.”

Through this project we will provide to the citizens of Minnesota access to some of the state’s unique cultural resources by encouraging and assisting libraries, museums, historical societies, and others with digitizing and documenting portions of their continuous tone collections and storing those digital images and necessary information in the Minnesota Digital Library. We will also begin to develop the technological tools needed to provide access to these resources so people may use the digital library collections to meet their educational and personal needs. The Minnesota Digital Library Coalition will work collaboratively with other state and regional organizations and systems – including MnLINK and its gateway services – to ensure visibility, access, and optimal integration of the Minnesota Digital Library collections with other library services and resources.

The Minnesota Digital Library planning projects which preceded this implementation stage and which were supported by LSTA funding in 2001 and 2002, had two primary focuses: building a coalition of Minnesota’s organizations, and developing standards and a strategy for allowing people to access Minnesota’s cultural resources through digitization systems and computer networks. We have achieved these preliminary planning goals and are now prepared to take the next step: implementation of those goals.

10. Abstract:

The Minnesota Digital Library is a statewide initiative with the goal of creating a new library resource for the state, a digital collection of cultural resources that are not, in their original forms and collections, conveniently available to Minnesota’s general public. Planning participants have focused on helping make Minnesota’s cultural heritage resources accessible to all Minnesotans. That focus continues as the planning group moves into the implementation phase of developing the Minnesota Digital Library.

The primary activity of our grant application will be the development of Minnesota Reflections, our “signature project,” a collaborative effort to digitize between 5,500 and 10,000 continuous tone images held by libraries, museums, and other cultural and civic organizations across the state and make these easily accessible through computer networks and the World Wide Web to all citizens of Minnesota. We also anticipate bringing existing digital images into the MDL collection if they meet the criteria of the Minnesota Reflections project and MDLC standards. We will further develop the technical foundation needed to support this library by: 1) adapting databases to meet MDL needs; 2) using the expertise of the Minnesota Digital Library Coalition to scan images and to create the metadata for those images; 3) training and educating people working in cultural heritage organizations across the state in the MDL standards for digitization and metadata development; 4) completing a prototype project to test and evaluate methods and standards for the digitization of and metadata development of larger more complex objects, such as maps, to prepare us for the collection development phases that will follow this implementation project.

We will contract with MDLC members and others to provide project management, coordination, and communication services for Minnesota Reflections and for continuing the development of the Minnesota Digital Library. Through contracted services, we will develop a project leadership team to fulfill a variety of responsibilities: 1) build relationships with the organizations that hold the continuous tone images we expect to digitize; 2) coordinate database development and digitization projects; 3) solicit future funding; 4) advise the Steering Committee on governance. LSTA funds will support the position of grant coordinator who will provide communication, grant, and fundraising services. The principal investigator will continue to hold the vision of this initiative, as he has done on previous grants, and he will serve as a member of the leadership team; grant will help this position. We will also contract out the work of: 1) building the servers for the MDLC; 2) adapting an existing database (IMAGES at the UofM) for use with open software and easily accessible by member organizations; 3) scanning images; 4) training and educating people in metadata creation, digitization, and curriculum development; 5) designing a Web interface for the MDL. The implementation proposal seeks funding to contract with K-12 educators who will help develop and design curriculum tools. Funding will also support continued work on the governing principles of the MDL.

Applicant: **Minnesota Academic Group for New Opportunities in Library and Information Access (MAGNOLIA)**

B. Project Information

1. Needs Assessment: (Maximum Points: 10) - Describe the need or problem that generated this project.

The MAGNOLIA group – the library directors from Minnesota’s four largest academic libraries and the director of MINITEX – gathered more than three years ago to talk about how they might combine their resources and talents to contribute to the future of Minnesota. One of their ideas was the creation of a digital library for Minnesota. The vision of those planners led to a 2001 LSTA grant project that brought together librarians, historians, archivists, and legislators from across the state. That initial planning conference in turn led to the creation of a steering committee that, beginning in the fall of 2002, with support from a 2002 LSTA planning grant, has guided the work and vision of the Minnesota Digital Library. The Steering Committee is, at present, the center of the Minnesota Digital Library Coalition, the organization that is planning and implementing the development of the Minnesota Digital Library. In addition to the current members of MAGNOLIA, organizations represented on the MDLC Steering Committee include the St. Paul Public Library, the Minnesota Historical Society, and the libraries at the College of St. Benedict/St. John’s University.

In their professional contacts with the people of Minnesota, the members of the Steering Committee see a growing interest in learning more about the history and culture of this state, a desire to know how Minnesota came to be what it is today. Aware of the power of digital technology to open up opportunities, archivists and librarians are eagerly seeking the means to fulfill this desire.

Providing convenient quality access to Minnesota’s cultural resources to the people of this state is the strongest driving force for the members of the Minnesota Digital Library Coalition Steering Committee. The members want to use their talents to bring to the people of Minnesota easy and convenient access to resources, which, without digitization, will remain under used in hard-to-access collections. Once digitized, these collections could provide priceless information and educational resources for people across Minnesota. An additional strong motivation behind the planning of the Minnesota Digital Library is the desire to develop a computer application, a toolkit, which will be flexible and powerful enough to allow patrons of the Minnesota Digital Library to develop their own professional and personal uses for these resources.

The primary task of the 2003 LSTA grant will focus on Minnesota Reflections, a signature project to find and digitize continuous tone images related to Minnesota before 1908, to create the metadata for those images, and to store the images and metadata in the Minnesota Digital Library database. This database will be accessible to the public through the World Wide Web and will begin to meet the needs of people to learn more about their heritage through primary resources.

Applicant: **Minnesota Academic Group for New Opportunities in Library and Information Access (MAGNOLIA)**

2. Planning: (Maximum Points: 15) (Insert an additional page if needed)

A. Process:

The Minnesota Digital Library Implementation Grant – Phase I will continue the work begun with the support of three LSTA grants. Planning began in 2001 with a \$25,000 LSTA grant to the Minnesota Academic Group for New Opportunities in Library and Information Access (MAGNOLIA), to convene a conference of people interested in developing the MDL. Planning continued with a second grant to MAGNOLIA in FY2002 for \$49,832; activities conducted by the Minnesota Digital Library Coalition Steering Committee included; 1) developing and adopting standards for digital imaging and metadata best practices, 2) conducting three training workshops, 3) conducting a Web-based and paper survey of organizations holding Minnesota’s cultural archives, 4) convening an informational conference June 2, 2003, attended by more than 100 people from across Minnesota, 5) developing a plan for a “signature project” to test the standards and technological concepts, and 6) purchasing computer hardware and software to support the signature project. As a participant in the Minnesota Digital Library project, St. Cloud State University applied for and received an LSTA grant for \$21,732 to develop a prototype digitization project which they did in collaboration with the Stearns History Museum and the Central Minnesota Historical Center; the results of this project and the lessons learned from it will inform the MDLC as it moves ahead with its signature project.

In March and April 2003, the MDLC conducted a survey of more than 150 cultural heritage institutions in Minnesota using paper mailings and the World Wide Web. We received 89 responses to the survey: 57 percent from historical societies, 17 percent from libraries, 17 percent from archives, 3 percent from museums, and 6 percent from organizations whose type we could not identify. From this survey we learned that people are digitizing portions of their collections and many more are considering it. People in these organizations, however, know little about capturing metadata for the objects they digitize. (Metadata is information about the objects, about how the digital image was created, and about where the image is or will be stored.) As a result of this survey and their own work, the MDLC Steering Committee members believe that we have a wealth of potential items for digitization in Minnesota and that we have much work to do to bring out the potential of that wealth. This survey and the discussion of the findings led us directly to Minnesota Reflections, a signature project that will allow us to focus on simple continuous tone images related to the state and created before 1908 for purposes of: 1) testing and further developing standards; 2) allowing us to create a preliminary database of objects that people will want to see and use; 3) developing a project that is extensible and that allows us to learn lessons we can apply to digitizing more complex items later in the development of the MDL; and 4) addressing copyright so that we do not have to be concerned with all aspects of ownership at this early stage.

As part of the June 2, 2003, MDL planning conference, we conducted an open discussion of the ideas and parameters for a signature project. The results of that discussion showed us that interests across the state are varied and often focus on the needs of one organization or a small group of organizations. The MDLC Steering Committee members decided, after careful consideration, to pursue the signature project described in this grant application, for it reaches across organizations and focus on the goals and objectives of the Minnesota Digital Library rather than the separate organizations whose collections we will seek to digitize.

The MDLC Steering Committee developed the specific plan for this implementation grant during meetings held July 18, September 5, and October 3, 2003, and through telephone and e-mail discussions surrounding those meetings.

B. Participation:

Participation in this implementation grant will include:

The members of the MDLC Steering Committee, which includes the members of MAGNOLIA and others, are:

John Butler, Director, Digital Library Development Laboratory UofM (Twin Cities) Libraries

Eric Celeste, Assoc. Univ. Librarian for Information Technology, UofM (Twin Cities) Libraries

Christine Clements, Assoc. Vice President for Academic Affairs and Library Dean, Winona State Univ. (MAGNOLIA)

Bill DeJohn, Director, MINITEX Library Information Network (MAGNOLIA)

Keith Ewing, Library Systems Coordinator/faculty, LR&TS, St. Cloud State University

Kathleen Flynn, Support Services Manager, St. Paul Public Library
Michael Fox, Assistant Director for Library and Archives, Minnesota Historical Society
Michael Kathman, Director of Libraries and Media, College of St. Benedict /St. John's University
Wendy Pradt Lougee, University Librarian/McKnight Presidential Professor, UofM (MAGNOLIA)
Marian Rengel, Grant Projects Developer/faculty, LR&TS, St. Cloud State University
Joan Roca, Dean of Library Services, Minnesota State University, Mankato (MAGNOLIA)
Jason Roy, Central Collections Services Manager, Minnesota Historical Society
Daardi Sizemore, Archives/Special Collections Librarian, Minnesota State University, Mankato
Kristi Tornquist, Dean of LR&TS, St. Cloud State University (MAGNOLIA)

Other participants: As the Minnesota Digital Library Coalition Steering Committee moves ahead with Minnesota Reflections, we will be seeking to work with the people across the state who have continuous tone images that fit into the scope of our signature project. We anticipate working with people from many different organizations, among them people who participated in the August 2001 Minnesota Digital Library planning conference held in Monticello. In addition to those now serving on the MDLC Steering Committee, organizations with representatives at the August 2001 conference were: • Fond du Lac Tribal and Community College • Minnesota Office of Technology • Walker Art Center • Cooperating Libraries in Consortium (CLIC) • Minnesota Department of Natural Resources • Iron Range Research Center • Minneapolis Institute of Arts • University of Minnesota – Duluth • Olmsted County Historical Society • Minneapolis Public Library • Dakota County Historical Society.

Furthermore, we hope to draw upon the interests expressed at the June 2, 2003, Minnesota Digital Library planning conference held at the Minnesota History Center. More than 100 people attended that daylong meeting. In addition to those organizations already named above, the following organizations sent representatives to the meeting (or received conference materials after they were unable to attend): • Minnesota Attorney General's Office • The History Museum of East Otter Tail County • William Mitchell College of Law • Stillwater Public Library • Great River Regional Library • General Mills, Archives • Macalester College • St. Mary's University of Minnesota • Northwestern Health Sciences University • Archdiocese of St. Paul and Minneapolis • Central Minnesota Libraries Exchange • Northwestern College • Carleton College • Minnesota State Law Library • Minnesota State Colleges and Universities/PALS • Rochester Public Library • Carver County Library • University of St. Thomas • Art Institutes International Minnesota • College of St. Catherine • Minnesota Legislative Reference Library • East Central Regional Library • Immigration History Research Center • Dunwoody College of Technology • Goodhue County Historical Society • Northern Lights Library Network • Stearns History Museum • Southwest State University • St. Paul College • Augsburg College • the archives at the monastery of the sisters of the Order of St. Benedict in St. Joseph • the archives of the Order of St. Benedict at St. John's Abbey, Collegeville.

Still another resource in locating collections for Minnesota Reflections will be the 89 responses we received to the survey we conducted in March and April 2003.

Further research and publicity will reveal to us other organizations that maintain valuable continuous tone images. One of the goals of this project is to discover those collections. We are not, at this time, aware of all of the people or organizations that might join us in this project. However, only organizations that are members of the Minnesota Digital Library Coalition Steering Committee will be allowed to direct the spending of funds for this grant projects.

C. Documents: (cite local and/or regional strategic and/or technology plans' goals grant proposal enhances) Report on the Minnesota Digital Library Conference. August 2001 (LSTA FY 2001 final report.) Written by Keith Ewing (St. Cloud State University). Also available on the Web at <http://www.mndigital.org>. "Minnesota Digital Library." 2 June 2003. (A framework for the Minnesota Digital Library Coalition's signature project. Presented at the June 2, 2003, MDL conference at the Minnesota History Center, St. Paul, MN. Prepared by Wendy Pradt Lougee (University of Minnesota) and Christine Clements (Winona State University). "Minnesota Digital Library Coalition Survey: What We learned." PowerPoint presentation at the June 2, 2003 MDL conference at the Minnesota History Center, St. Paul, MN. Prepared by Daardi Sizemore (Minnesota State University, Mankato).

Notes of signature project discussion at the June 2, 2003, Minnesota Digital Library Planning Conference at the Minnesota History Center, St. Paul, MN. Recorded by Marian Rengel (St. Cloud State University).

Applicant: Minnesota Academic Group for New Opportunities in Library and Information Access (MAGNOLIA)

3. Goals, Objectives and Outcome Based Measurements (end-user benefit statement): (Maximum Points: 20)

Minnesota Digital Library Coalition's primary goal and overarching goal:

To create a new library and education resource for the state, a digital collection of valuable archives of Minnesota's cultural heritage resources made accessible to all Minnesotans.

Implementation Grant Goals:

- 1) Create Minnesota Reflections: a database of continuous tone images related to Minnesota before 1908 (representing the first 50 years of statehood and earlier), in anticipation of Minnesota's statehood sesquicentennial in 2008.

Objectives:

- Develop selection criteria – to include technical & thematic criteria
- Identify copyright restrictions and use restrictions
- Develop plans for archiving and preservation of digital objects and media
- Develop standard agreements with contributors that allow for repurposing of digital images
- Establish regional MDL scanning centers
- Identify participating institutions, images, collections
- Document agreements
- Obtain signatures on ownership/use rights with participating organizations
- Digitize images
- Describe images (descriptive metadata)

Outcomes: Participation in Minnesota Reflections by a variety of organizations across the state that own images of Minnesota's history. Digitization of between 5,500 and 10,000 images creation of the metadata to describe those images. Collection of those images and their metadata into the Minnesota Digital Library database. Addition of other already digitized images to the MDL.

- 2) Create the technological foundation and infrastructure of the MDL.

Objectives:

- Create images for the database
- Build database server
- Establish authorization mechanisms for accessing the server
- Refine the document-type definition in IMAGES, (a UofM developed database for delivery of digital objects) to support Western States Best Practices for Metadata, previously adopted by the MDLC
- Create an image upload mechanism from regional centers to the IMAGES database
- Refine/adapt an online metadata editor and ingest mechanism for the IMAGES database
- Develop crosswalks from known databases to IMAGES data base, for example PastPerfect
- Develop a mechanism to upload images and to associate them with existing metadata
- Develop documentation and workflows for creation and transfer of images
- Develop mechanisms to review and enforce minimum standards for creating images and metadata
- Establish recovery & backup procedures for system
- Create a flexible Web interface
- Determine branding possibilities
- Explore toolkit development requirements and issues

Outcomes: A functioning computer infrastructure, including servers, workstations and scanners. A functioning database that allows for input of images and metadata and searching of the database by end users. Documented procedure for bringing items into the MDL. A design plan or prototype for a K-12 toolkit for use of items in the collection.

- 3) Prepare for the future by testing technical aspects of delivering complex, multi-image objects, such as maps, which will move the MDL development upward on the complexity hierarchy of objects we will seek to

incorporate into the library.

Objectives:

- Research software/hardware options for delivery of large-form, multi-image digital objects, which encompass compression, page turning and other delivery issues.
- Purchase software for compression and delivery of large-form, multi-image digital objects
- Develop and adopt metadata standards for large-form, multi-image digital objects that are consistent with Western States Best Practices for Metadata, previously adopted by the MDL, and with the Library of Congress Metadata Encoding & Transmission Standard (METS) for descriptive, administrative, and structural metadata. (see www.loc.gov/standards/mets/).
- Digitize and create metadata for some large-format maps to add to the collections previously digitized by the Minnesota Historical Society.
- Integrate the access to the maps included in this complex digital objects project with the images in Minnesota Reflections
- Explore options for making large form maps interactive with images from Minnesota Reflections

Outcomes: Brought into the MDL's range of accessible objects more than 3,500 large-format maps.

Developed and adopted standards for digitization and metadata creation for large-format maps and other complex, multi-image objects. Provided MDL with experience in working with objects more complex than simple continuous tone images.

- 4) Training and education across the state in digitization techniques and standards, in metadata development, and in MDL standards.

Objectives:

- Determine what we want to teach
- Establish/identify stakeholders
- Develop educational units
- Arrange locations for training
- Publicize MDL training
- Conduct MDL training
- Evaluate training sessions/outcomes
- Plan/convene the second and third annual MDL conferences during the summers of 2004 and 2005
- Provide support for other educational opportunities, such as the MINERVA conference

Outcomes: Creation of MDL workshops in digitization, metadata creation, standards compliance, and curriculum development. Trained collection personnel in digitization, metadata development, and standards compliance. Increased statewide awareness of MDL. Discovery of needs for future phases of development of MDL.

- 5) Stimulate interest in the Minnesota Digital Library as a new library resource, working closely with the K-12 educational community as a primary audience.

Objectives:

- Through interactive focus groups/workshops explore curriculum integration of Minnesota Reflections
- Seek input from educational community, in part through focus groups, to document MDL end user needs and expectations
- Design prototype tools for use of MDL collections, based on results of focus groups
- Work with the Minnesota Historical Society and the Minneapolis Institute of Arts/Walker Arts Center (ArtsConnectEd) to assess education programs and tools using digital resources
- Announce to K-12 and general public roll out of Minnesota Reflections

Outcomes: An established working relationship with K-12 community in developing the functionality and content of the MDL. Creates public awareness of the MDL through publicity, participation in conferences, support of organizations across the state who are working to digitize collections.

- 6) Establish governance and funding for the future of the MDL

Objectives:

- Regular (monthly) MDLC Steering Committee meetings
- Develop and refine ongoing goals
- Formalize MDL governance organization
- Establish principles for agreements with participating organizations

- Formally establish MDL
- Solicit ongoing funding
- Prepare and pursue legislative agenda

Outcomes: Increased funding support for MDL. Legislative support for development of MDL. Complete organizational structure and governance principles. Establishment of MDL as an independent organization.

Minnesota LSTA FY2003 Round II Goal 2 Digitization Competitive Application - Follow the exact form, contents and pagination provided by LDS.

Applicant: **Minnesota Academic Group for New Opportunities in Library and Information Access (MAGNOLIA)**

4. Implementation: (Maximum Points: 10) (Insert an additional page if needed)

We will need 18 months to complete this implementation project (see timeline). The tasks involved in meeting our goals are significantly interdependent and will require a well coordinated effort, oversight, and project management. Our first task will be to create a project leadership team. The leadership tasks we have identified as crucial to the success of the MDL signature project include but are not limited to: 1) manage the various ongoing projects, 2) oversee technology development, 3) recruit participants to build the collection, 4) build relationships with organizations that hold the resources that will form the MDL, 5) coordinate training, 6) coordinate communication, 7) participate in funding efforts. Some of these duties will be taken on by MDLC member organizations, but we will need to contract out some of them so that we have people whose focus is on the success of Minnesota Reflections and on the development of the MDL.

One subcommittee of the MDLC Steering Committee will move ahead with establishing the technology infrastructure needed for this project. They will need to build our database server (purchased with FY 2002 LSTA funding), modify the IMAGES database program to meet the needs of the open/accessible MDL metadata standards, create crosswalks from existing metadata programs, and begin development of the Web interface. Another subcommittee will oversee the search for collections to bring into the MDLC. They will publicize the project, and inform people of standards, requirements, and expectations of the MDL. They will organize and oversee development of digitization and metadata training workshops. Their tasks will include migrating the images from the scanning software into the database and making master copies of the images for the MDL and the donor organizations. The members of this subcommittee will also develop working agreements with the donors to allow for repurposing of the images in the MDL.

We are prepared to begin Minnesota Reflections, our first major digitization effort. By working with historical societies, libraries, museum, and other repositories of Minnesota's cultural heritage, we plan to digitize and make accessible primary resources in these collections relating to the first 50 years of Minnesota statehood. Minnesota's sesquicentennial will occur in 2008 and this project will provide the state and its citizens with images that explore those formative years of statehood.

Working collaboratively, the MDLC Steering Committee will oversee the creation of Minnesota Reflections, a collection of between 5,500 and 10,000 images, most of them digitized under this project, some in existing collections. Concentrating on continuous-tone images – i.e. visual resources such as photographs and slides – will allow us to focus on the development of content management and associated access software. We also expect to identify and use necessary metadata schema appropriate for this body of materials. Our focus will allow us to work with libraries and historical societies of varying sizes. We will begin by seeking collections to digitize from the organizations that have expressed an interest in the MDL. We then seek out other collections by sharing information about Minnesota Reflections through the Minnesota Historical Society's network of county historical societies, through professional listservs, such as statewide archivists lists and MINITEX's lists, and through other professional contacts, such as the annual MINERVA (Minnesota Electronic Resources in the Visual Arts) conference and MINERVA's network of participants. We will also seek help from Minnesota's network of multitype library systems in publicizing and seeking participation in Minnesota Reflections and the K-12 development component of this implementation project; for example, Ms. Patricia Post, director of the Central Minnesota Libraries Exchange (CMLE), has offered to include information in her organization's newsletter.

The Minnesota Digital Library Coalition, working closely with the Minnesota Historical Society, a member of the coalition, will conduct as part of this implementation grant, a prototype project to provide access to more complex objects that contain greater depth of information than the simple objects of Minnesota Reflections. This prototype project will prepare the MDL to move beyond its signature project, once it is complete, to work with objects that require multiple images to capture their full essence. For this prototype, we will focus on large format maps, which in themselves are very popular with the people of Minnesota. Working with maps will allow us to test proven compression technology, specifically MrSID (Multi-resolution Seamless Image Database) by LizardTech, technology that lets people zoom in and out and pan across images and to manipulate the images they are viewing.

For this project, we will use two sets of maps that MHS has scanned but that are not yet publicly available: original land survey maps of the 1850s and 1860s held by the Minnesota Secretary of State's office, and birds eye views of 65 of Minnesota cities, created between 1860 and 1900. We will also digitize a collection of 19th century land ownership atlases as part of the prototype project.

Other tasks will be the responsibility of the MDLC Steering Committee working with the leadership team. These will include planning two annual conferences, continuing development of the governance structure of the Minnesota Digital Library, arranging for the formal creation of the MDL, perhaps as a 501 (c) (3) non-profit entity, and working to secure the MDL's financial future through legislative, grant, and other funding.

These are ambitious projects. The MDLC will achieve them with concentrated, coordinated, and directed efforts.

Applicant: Minnesota Academic Group for New Opportunities in Library and Information Access (MAGNOLIA)

5. Budget: (Maximum Points: 20) (a. Narrative, b. Summary, & c. Project Continuation)

5a. Budget Narrative: (Insert an additional page if needed)

Our primary project costs are: 1) staff; 2) educational and training sessions for library, museum, and historical society communities; 3) computer technology development to meet the MDL needs; 4) digital conversion and metadata description of image collections from across the state; 5) the design and implementation of user applications to help educators use the collections in the MDL; and 6) documentation of practices and processes. We are planning to contract with a project director to guide the vision and the activities of this signature project and development of the MDL. We are also planning to enhance and develop database and technical resources, through cooperation with the University of Minnesota Libraries, for the storage and dissemination of these digital archives. We plan to conduct a series of educational and training sessions across Minnesota to help libraries and historical societies develop their skills at digitization and metadata collection. We plan to begin to design software tools to help Minnesota's teachers effectively use MDL collections. The project director will work closely with the MINITEX office and the Minnesota Historical Society to communicate more broadly with libraries, museums, local historical societies, and other entities that may have images to add to the project.

A. Personnel: Include Administrative costs at no more than 4% of total cost of federal portion of project. (In the best of worlds administrative costs are in kind or local match)

Principal investigator: Mr. Keith Ewing will serve as the principal investigator of this project. He will guide the vision of the development of the Minnesota Digital Library and serve on the MDL leadership team. We are seeking reimbursement for 20 days of his time over 18 months. SCSU will contribute as a match an additional 20 days. The days funded by LSTA will be in addition to the 168 days Mr. Ewing works as a faculty member at SCSU. The rate of LSTA reimbursement is based upon Mr. Ewing's projected 2004-05 base salary of \$64,554 and an estimate of basic benefits of 33 percent of salary. ($\$64,554/168=\$384.25 \times 20 = \$7,685$. Benefits = $\$7,685 \times 0.33 = \$2,536.05$. Total PI request: \$10,221.05.

Grant coordinator: Ms. Marian Rengel will serve as grant coordinator for this project. She will provide liaison services with Library Development and Services, budget oversight on behalf of the MDLC, grant development and fundraising services, communication, and publicity services. She will serve on the MDLC leadership team. We are seeking reimbursement for 40 days of her time over 18 months. SCSU will contribute as a match an additional 20 days of her time during the grant period. Ms. Rengel will accommodate this grant work in a combination of ways: including but not limited to decreasing her regular duties and adding on duty days. The rate of LSTA reimbursement is based upon Ms. Rengel's projected 2004-2005 base salary of \$42,150 and an estimate of basic benefits at 33 percent of salary. ($\$42,150/168=250.90 \times 40 = \$10,036$. Benefits = $\$10,036 \times 0.33 = \$3,311.88$. Total grant coordinator requested: \$13,347.88.

Total Personnel – project staff: \$23,658.93

Administrative expenses: We are asking for 4 percent of the total project cost to reimburse SCSU, as the fiscal agent, for administrative expenses. These funds will cover accounting and bookkeeping costs, contract development and oversight costs, and the costs of monitoring financial transactions and records to assure compliance with all state and federal requirements. Our estimates for this project are based on current salaries, wages and benefits of two office assistants (an average of 5 hours a week each) and one administrative director (an average of 1 hour a week). The value of this time based on projected salary estimates is \$19,438. Of this LSTA would provide \$11,537.83 and SCSU would provide a cost share of \$7,900.17. Total administrative request: \$11,537.83.

Total Personnel – Administrative: \$11,533.77

Match:

Keith Ewing's additional 20 days contributed to this project: \$10,221.05.

Marian Rengel's additional 20 days contributed to this project: \$6,673.94.

The other members of the MDLC Steering Committee (excluding Mr. Ewing and Ms. Rengel) will provide in-kind match of their time to the project. As an average, the members will spend 6.33 hours each month working on the project – 114 hours over 18 months – particularly in attending Steering Committee meetings and conducting several hours of work in advance of and in follow-up to those meetings. At an average hourly rate, including benefits, of \$71.99, their time over the 18 months of the grant is valued at \$123,097.83.

The Minnesota Historical Society has provided a match of personnel time to conduct the Complex Digital Objects Prototype Project (see Goal 3). This match includes project oversight, management, and development time and is valued at \$17,640.

Total Personnel – Project Staff: \$157,632.82

Total Personnel – Administrative: \$7,900.17

B. Library Materials:

C. Online Resources:

D. Equipment:

E. Furniture:

F. Telecommunications:

G. Telecommunications Equipment:

H. Automation Hardware:

The Minnesota Historical Society will need to purchase twelve 72gb hard drives, for the production and staging Web servers, to store the map images that are the resources for conducting the Complex Digital Objects Prototype Project. **Total Automation hardware request: \$5,000.**

I. Automation Software:

To develop the Complex Digital Objects Prototype Project, we plan to purchase MrSID (Multi-resolution Seamless Image Database) software by LizardTech. This will include the cost of both the GeoExpress software and the server software. **Total Automation Software request: \$1,864.**

J. Staff Development:

K. Supplies:

We are requesting funds to purchase DVDs on which to store masters and owner copies of images for the Minnesota Reflections project and for the Complex Digital Objects Prototype project. We estimate each project will require approximately 400 DVDs at a total cost of \$1,000 at October 2003 bulk rates. We are also asking for funds to support conducting two annual informative meetings or conferences for people interested in the development of the Minnesota Digital Library and for the work of the Steering Committees and its subcommittees. Estimates for these costs are based on the costs of photocopying and materials purchased during the FY2002 Round I LSTA planning grant for the MDL during which the MDLC conducted its first large meeting. We are asking for \$1,900 to cover photocopying and office materials costs.

Total Supplies request: \$2,900.

L. Contractual:

MDL Leadership – We are requesting funds to allow us to develop the project management and leadership for the MDL. We are seeking to hire through a contract for service a project director or to contract with member organizations to provide coherence, continuity, and direction as we create Minnesota Reflections. We have calculated our request on the formula of \$300 a day for 300 days. Total Project

Director request = \$90,000.

Building Minnesota Reflections – The Minnesota Digital Library Coalition has designed its signature project, Minnesota Reflections, to be the first collection building effort. We anticipate digitizing and collecting quality metadata for between 5,500 and 10,000 during the 18 months of this grant period. We will contract with qualified MDLC participants to conduct this work. We have estimated the cost for the digitization of an object, the collection of its descriptive, administrative, and technical metadata at \$7.50/image. This figure is based upon the expertise of professionals at the University of Minnesota Libraries and the Minnesota Historical Society and includes costs for establishing one or two new regional centers, which will participate in digitizing the images. We are requesting from LSTA funds to digitize approximately 5,400 images. Total Minnesota Reflections digitization request: \$40,725 (see match below).

Infrastructure development and support – The University of Minnesota Libraries has agreed to contract to provide technical services for Minnesota Reflections. Their responsibilities will include server support and maintenance (working with servers purchased with LSTA funds in FY 2002), and refining their IMAGES database to work effectively in the open environment of Minnesota Reflections (see Goal 2 and Timeline). Total Infrastructure development and support request: \$34,890.75.

Web development – We will contract with professional services from among MDLC membership to design Web interfaces for the various aspects of the Minnesota Reflections project and have estimated a need for 286 hours of work at \$35/hour. Total Web development request: \$9,938.5.

Web presence – As we look ahead to presenting Minnesota Reflections as the first collection of the MDL, we see a need to introduce the collection to the state. We have had a preliminary conversation with a scholar of Minnesota history about writing such an introduction for the Web site that will be part of the Web access to Minnesota Reflections. We are asking for \$1,000 each to fund three introductory essays. Total essay request: \$3,000.

Prototype Project – The Minnesota History Society has agreed to conduct under contract the work of the Complex Digital Objects Prototype project. We are seeking funds to pay for the costs of scanning land ownership maps, designing and administering the complex object database, investigating and developing system functionality, addressing standards and storage issues for complex objects, and creating a Web interface to make the project available through the Minnesota Digital Library. Total prototype project request: \$21,800 (see below for MHS match).

End-use collaboration – We are planning interactive focus groups and workshops to help us understand K-12 needs so that we incorporate those needs into the planning and development of toolkits for the use of Minnesota Reflection resources. We are requesting funding to provide incentives for teachers to participate in this planning and funding to help us explore the development of these technological tools. We anticipate needing \$2,250 for time to develop the focus groups/workshops, \$8,000 to work with K-12 consultants and teachers, and \$ 7,500 to explore the technical concepts that arise from these focus groups. Total request: \$17,750.

Total contractual request: \$218,104.25.

Match:

Building Minnesota Reflections – Minnesota State Colleges and Universities has agreed to contribute \$7,500 toward the development of Minnesota Reflections. These funds will help us digitize approximately 1,000 images.

Training and education – As part of Minnesota Reflections, we have chosen to develop and offer a series of one-day workshops in digitization and metadata development. Members of the MDLC Steering Committee have offered their time and expertise to develop and teach these workshops. Including content development time and teaching time, we value this match at \$21,000.

M. Other:

Funding in this category includes:

Mileage: Travel for: weekly trips within Minnesota for the MDL director, workshop trainers, Steering Committee and subcommittee members to attend meetings. Total mileage: \$9,183.05.

Lodging: Hotel expenses for: weekly trips within Minnesota for the MDL director and workshop trainers. Total lodging: \$6,203.75.

Food: Expenses for weekly trips within Minnesota for the MDL director, attendees at the annual meetings, for trainers at the digitization, metadata and K-12 workshops, Steering committee and subcommittee meetings. Total food: \$16,371.75.

Parking: Attendees at the two annual meetings: \$750.

Support: For the MINERVA annual meeting: \$1,500

Publicity: Minnesota Reflections, training workshops and annual meetings: \$3,000.

Total Other Request: \$37,008.55.

Match:

The members of the Minnesota Digital Library Coalition are offering the use of their facilities for the annual meetings and the workshops as a match in this grant project. Total value of facilities: \$21,260.

We will also be asking participants at the training workshops (excluding K-12) to pay a small fee to cover the cost of food, at a value of \$2,000.

Indirect costs: SCSU is waiving a request for indirect fees on this grant project. The value of that contribution, based on the university's federal indirect rate of 30 percent of direct project costs excluding equipment over \$5,000, is \$73,644.60

Total Other match: \$108,444.60

Minnesota LSTA FY2003 Round II Goal 2 Digitization Competitive Application – Payment Schedule.

Applicant: **Minnesota Academic Group for New Opportunities in Library and Information Access (MAGNOLIA)**

LSTA Project Name Minnesota Digital Library Implementation – Phase I

Project Invoice # _____

5b. Budget Summary:

	Federal-LSTA	State Funds	Local Funds	Other	Total
Personnel – Project staff*	\$23,568.93			\$157,632.82	\$181,201.75
Personnel – Administrative 4% max*	\$11,537.83			\$7,900.17	\$19,438
Library Materials*					
Online Resources*					
Equipment* and Furniture					
Telecommunications					
Telecommunications Equipment					
Automation Hardware*	\$5,000				\$5,000
Automation Software*	\$1,864				\$1,864
Staff Development					
Supplies	\$2,900				\$2,900
Contractual*	\$218,104.25	\$7,500		\$21,000	\$246,604.25
Other*	\$37,008.55			\$96,655.89	\$133,664.44
Totals	\$299,983.56	\$7,500		\$283,188.88	\$590,672.44

- **Additional documentation required:** Please include additional information in the budget narrative page.

Note: Subgrants. There will be no subgrants. Subgrants are treated as a separate application, requiring fulfillment of all information in parts A, B, C, and because all recipients of subgrants also are required to submit organization-wide audits in compliance with Federal OMB Circular A-128.

Applicant: **Minnesota Academic Group for New Opportunities in Library and Information Access (MAGNOLIA)**

5c. Project Continuation:

Continuation of development of the Minnesota Digital Library is a principle task of the Minnesota Digital Library Coalition Steering Committee, as represented in Goal 6. As subcommittees begin developing the database structure and the metadata input tools, and creating Minnesota Reflections, the Steering Committee as a whole will work to seek funding from private Minnesota foundations for specific digitization projects, from the Institute for Museum and Library Services for creation of the K-12 end user toolkits that we are researching as part of this LSTA implementation grant, and from the Minnesota Legislature for the long-term financial support of this new state cultural and educational resource. We will also consider the possibility of seeking future LSTA funding and working with organizations that are seeking LSTA funding to digitize and develop collections.

The organizations represented on the MDLC Steering Committee have assumed responsibility for the maintenance of the Sun server and the scanners and desktop computers purchased in August 2003 with LSTA funding. They have also committed themselves to the long-term success of the Minnesota Digital Library and have sought opportunities for building support for the MDL. For example: Michael Fox, assistant director of the Minnesota Historical Society and MDLC Steering Committee member, serves on the Minnesota State Historical Records Advisory Board (SHRAB), which gave public support in 2003 for the Minnesota Digital Library as one of the ways it proposes to build infrastructure designed to ensure preservation and use of historical records. Minnesota's SHRAB reviews grants applications to the National Historical Publications and Records Commission (NHPRC) from Minnesota and promotes in a variety of other ways the preservation of and access to historical records in Minnesota. Also, the MINITEX/Library Development & Services Taskforce on Standards adopted in August 2003 the same standards adopted in April 2003 by the Minnesota Digital Library Coalition, the Western States Best Practices for metadata and scanning (see www.mndigital.org).

The Minnesota Digital Library Coalition, through St. Cloud State University, purchased four domain names for 10 years, to be used as needed by the MDLC. They include: mdlcoalition.org, mndigital.org, mndigitalibrary.org, and mndl.org.

The MDLC Steering Committee members are committed to free public access to all MDL content and to the continuation of training across Minnesota to develop digitization and metadata entry skills and commitment to the standards established by the MDLC.

6. Evaluation (Maximum Points: 20 points):

Goal 1: Create Minnesota Reflections:

Monthly report to MDLC Steering Committee on progress toward goals. Quarterly formal assessment of progress on objectives, including counting number of participating organizations and counting numbers of images digitized and catalogued. Analysis of the results to inform further development.

Goal 2: Create the technological foundation and infrastructure

Monthly report to MDLC Steering Committee on progress toward goals. Quarterly formal assessment of progress on objectives, including establishment of regional centers, measurement of progress toward refining IMAGES, completion of stages in foundation development, design of Web interfaces, and consultation with K-12 representatives. Analysis of effectiveness of work toward goals to inform modifications as needed.

Goal 3: Prepare for the future by testing other digitization formats

Quarterly (or more frequent) progress reports to MDLC Steering Committee of work on the Complex Digital Objects Prototype project. Analysis of those reports to inform further development of this project and to assess effectiveness of technology being tested.

Goal 4: Training and education

Quarterly formal assessment of activities, including training materials developed, workshops conducted.

Quarterly (or more frequent) reports to the MDLC Steering Committee. Formal evaluation of all workshops and annual conferences, analysis of evaluations to inform MDLC Steering Committee work.

Goals 5: Stimulate interest in and create visibility for the Minnesota Digital Library

Quarterly (or more frequent) reports to the MDLC Steering Committee. Taskforces/workshops conducted, evaluations of taskforces/workshops. Analysis and report of findings of taskforces/workshops to form development of continuing implementation stages.

Goal 6: Establish governance and funding for the future of the MDL.

Quarterly assessment of MDLC Steering Committee goals, i.e. counting the number of grants applied for, steps taken to establish MDL as a distinct organization, progress toward achieving legislative agenda. Analysis of the results of those assessments to inform continued work to fulfilling goals and objectives.

Applicant: **Minnesota Academic Group for New Opportunities in Library and Information Access (MAGNOLIA)**

7. Assurances. The applicant assures that it will comply with the following:

- A.** Grant funds shall be used only for purposes for which granted as specified in the approved grant application or approved in an amendment to the original application filed under provisions of the grant agreement. Project may be amended once during the contractual timeline. Programmatic approval by the LSTA Coordinator must be obtained for expenses in a category that reflect more than a 10% change from the proposed budget in the approved grant application.
- B.** The Institute of Museum and Library Services (IMLS) and Library Development & Services, the MN State Library Agency, requires public acknowledgement of the activities they support with LSTA funds. Your IMLS grant is recognition of excellence that should be shared with your community. As a recipient, you are required to acknowledge IMLS support and take steps to extend the award's impact on the community at large. IMLS has a logo and tag line that should be used in acknowledging IMLS and LDS support. The guidelines for crediting IMLS and LDS are described below.

"The Institute of Museum and Library Services, a Federal agency that fosters innovation, leadership and a lifetime of learning, and Library Development & Services, the Minnesota State Library Agency, supports the (project name) at the (library/agency name) with funding under the provisions of the Library Services and Technology Act (LSTA)."

- C.** Interest on Grant funds shall be limited to the amount allowable by federal rules and regulations, which must not exceed \$100.00 annually on all LSTA federal dollars received. This regulation (45 C.F.R. Section 1183.21(i)) applies to IMLS grants to States and State sub-grants to public libraries, public school libraries, and other agencies that are governed by State and/or Local governments. Interest earned on advances/grant awards made by the State Library Administrative Agencies to universities, hospitals, and non-profit organizations fall into a different category. These entities may keep interest amounts up to \$250 per year for administrative expenses (OMB Circular A-110 C.22 Payment (1)).
- D.** Grantees will be reimbursed on all project costs on a quarterly basis upon filing the quarterly grant payment schedule with project receipts for reimbursement attached. Twenty percent of the project allotment shall be held until final report and grant receipts are received, reviewed and accepted for audit.
- E.** A mid-year narrative report shall be filed at the six month interval of the grant year and a narrative evaluation report indicating project results and a report of grant expenditures shall be submitted to LDS on forms supplied by LDS no later than 30 days after the completion date of the project set forth in the grant agreement.
- F.** If participation by a regional library system or a member local governmental unit or member library is discontinued, ownership of the discontinuing system, unit, or member's assets, including cash or the fair market value thereof if such assets cannot be transferred by the grantee, acquired during the last three years of participation from this grant, shall revert to the Minnesota Department of Children, Families & Learning for reassignment for library services elsewhere.
- G.** The provisions of Title VI of the Civil Rights Act of 1964, (42 USC Sec. 2000d et seq.), its regulations, and all other applicable federal and state laws, rules and regulations.

- H. The applicant will not advertise for bids, execute any contracts, or purchase any items that will be paid for by grant funds before receiving a fully executed and signed copy of the grant contract.
- I. We, the undersigned, certify that the data given in this application are true and correct to the best of our knowledge and belief.

Date

Board President

Date

Administrator

Submit one signed and dated original and Twelve copies to the Library Development & Services by 4:00 p.m. on Friday, October 31, 2003.