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REGIONAL BIBLIOGRAPHIC DATA BASES AND INTERLIBRARY RESOURCES SHARING PROGRAM

2008 ANNUAL RBDB MEMBER PROJECT GRANT APPLICATION
PARTICIPATING LIBRARY / LIBRARY SYSTEM APPLICATION
(Due Friday, August 3, 2007 by 4:30 pm. Send 5 copies)

Library/Library System	University Libraries, State University of New York at Buffalo
Address 1	420 Capen Hall
Address 2	
City	Buffalo, NY
Zip	14260
Project Coordinator	John Edens
Email address	edens@buffalo.edu
Telephone #	(716) XXX-XXXX
Library Director (if different from above)	Stephen M. Roberts, Associate Vice President for University Libraries
Email address	sroberts@buffalo.edu
Telephone #	(716) XXX-XXX

List libraries if more than one library is requesting funding or participating in project: (Please include library name, contact person, phone number, and signature):

Library	Contact Person	Telephone #	Signature
		( )	
		( )	
		( )	
		( )	

About the Project:

Title of Project	Love Canal Images
Project Amount	$ 8,270

Verification

Signature	
Date	August 12, 2008

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A. Project Narrative
1. In 250 words or less, provide a narrative description of the project including goals/objectives.
2. Describe how the project will impact the region including improving access to information and promoting resource sharing and show how the project will advance the goals of the *WNYLRC 5 Year Plan of Service July 1, 2006 – June 30, 2011.*
3. Describe in narrative form your budget for this project including institutional support such as in-kind services and support, monetary contributions, or cost share as well as any other grant funding you might have received. List any partner organization who will contribute materials, assistance or other resources. You must still complete the PROJECT BUDGET IN TABLE FORM.
4. Would you accept partial funding for this project? _____No _____ Yes
   If yes, how would partial funding impact this project?

The University at Buffalo (UB) Libraries propose to make approximately 615 slides, photographs, and maps of the Love Canal area available through Western New York Legacy. These slides, photographs, and maps have been selected from UB's extensive holdings related to the history of the Love Canal area, the environmental disaster which occurred there, and subsequent efforts to revitalize the area. The various Love Canal collections held by UB include the Ecumenical Task Force Records, Love Canal Area Revitalization Agency Records, Love Canal Repository Grant Records, Adeline Levine Love Canal Research Materials (parts I and II), and the Penelope D. Ploughman Love Canal Collection. These collections consist of more than 260 linear feet of records, documents, news coverage, images, and other material, constituting the largest concentration of material about Love Canal available for use in any repository. Additionally, UB has created an online database of local and national news clippings relating to the Love Canal environmental disaster. Access to the database and the finding aids to the individual collections is online via the UB website. The proposed project will entail having digital versions of the approximately 615 slides, maps, and photographs made and in creating metadata for each image.

The *WNYLRC 5 Year Plan of Service July 1, 2006 – June 30, 2011,* Goal 1 (Technology) Enhance the access to, and retrieval of print, electronic, and digital information resources for member libraries, library systems, and their patrons, and Objective 5: Digitization will be directly supported by this project. Imaging standards established in the *Western New York Regional Digitization Plan* will be met. Prior to providing web access to the finding aids for the Love Canal collections UB received an average of one request per week for information about Love Canal; the average is now about five requests (world-wide) per week with images among the most sought after material. With the availability of more than 600 slides, photographs, and maps through Western New York Legacy and UB's website demand will increase; however, the availability of these images will also allow students and the general public in Western New York to access the images and use them directly for personal and educational purposes.

The budget for this project will consist of the cost for creating the 600 dpi resolution TIFF images and to deliver via DVD for the approximately 615 slides, photographs, maps, and a collage to be provided by Backstage Library Works ($2,000) and for a student assistant to create metadata for each image ($6,270). The balance of the project budget will be $8,877, representing a percentage of the time of metadata coordinator MaryBeth Betzold.

If partial funding is received, fewer images will be made available.

B. Project Plan:
1. List principal tasks required to complete the project (include the person/position responsible for its completion, outsourcing needed, purchasing, or training required).
2. Chart a timeline for completing the project.

The tasks will include 1) shipping of slides, photographs, maps, and collage to Backstage Library works (University Archives, UB); 2) digitizing, creating TIFF files, including handling some oversized material (Backstage Library Works); 3)

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post-production quality control (UB); 4) creating metadata (student assistant supervised by MaryBeth Betzold; 5) uploading TIFFs and conversion to JPEGs in Western New York Legacy (UB); 6) storing of archival TIFF files at the University at Buffalo (University Archives, UB).

Timeline:
Feb. 2009	Slides, photographs, maps, and collage sent to Backstage Library Works
Feb.-March 2009	Backstage Library Works produces TIFF files
April 2009	Quality control
April-June 2009	Metadata created
July 2009	Images uploaded and metadata added
August 2009	Archival TIFF files are stored at the University at Buffalo

C. Digitization Proposals Only – complete the following questions.
1. Describe the collection to be digitized and its intended audience.
2. Provide assurances of ownership of the materials to be digitized. Also provide assurances of the rights to reproduce in digital format as well as in print from digital format.
3. Describe how the users will access the collection including what OAI compliant collection management and web presentation system you plan on using. Remember, this is optional and would be in addition to the requirement of loading them into WNY Legacy.org. If you plan on loading the images and metadata in WNYLegacy.org only, please indicate that as well.
4. Describe how you will evaluate your project. This should be directly tied to the goals and objectives listed in A1.
5. Describe how the digitized collection, metadata, and website created during the project will be maintained after the grant funding ends. Also describe how the institution will continue the project's activities with reduced funding or after the grant funding ends.

1. The material to be digitized includes slides, photographs, maps, and a collage. The bulk of the material is from the period 1978-1990 with some earlier images. Includes maps of the area from different time periods, early photographs of the area, interior and exterior images of abandoned homes, demolition of homes, demolition equipment, containment fence, abandoned school, graffiti on house and buildings, Lois Gibb's residence before demolition, and barrels in Bergholtz Creek. Includes images of 1990 Love Canal Rally with Lois Gibbs and Ed Begley Jr., Citizens Clearinghouse for Hazardous Waste 5th Anniversary Convention, and protest in Washington, DC, and U.S. Senator Al Gore speaking to Pat Brown. Also includes maps developed in conjunction with revitalization activities. These slides, photographs. and maps will be of interest to students at all levels who are studying Love Canal, researchers, scientists, and the general public who want to learn more about the most well-know environmental disaster in U.S. history. Former residents of the Love Canal area may find the images of particular interest.

2. Ownership of the slides, photographs, and maps fall into three categories: 1) A small group which appeared in New York State and United States federal government documents and are in the public domain; 2) Slides, photographs, and maps given to UB without restriction. Personal or educational use will not require permission from UB; permission will be required to publish; 3) Slides created by UB graduate (Law and Ph.D.) Penelope D. Ploughman and presented to UB. Personal or educational use will not require permission from UB; permission of the photographer will be required to publish. UB has been authorized to handle the permission process.

3. The digital files will be loaded into the Western New York Library Resources Council's ContentDM site *Western New York Legacy*, making them fully accessible via the World Wide Web. The files will also be loaded into the University at Buffalo's own ContentDM site.

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4. Quality control of the digital images will be conducted before the files are loaded into *Western New York Legacy*. The project will be considered successful when the files are loaded and metadata is available.

5. It is assumed that the Western New York Library Resources Council will maintain perpetual access to the digital files via *Western New York Legacy*. The University at Buffalo plans to maintain perpetual access via its ContentDM site with the backup TIFF files stored on DVD or after 2009 in the UB institutional repository.

D. Conversion Proposals Only – complete the following questions in addition to the *Database Criteria Assessment Summary Form*.
1. List the subjects of the records to be converted.
2. Number of records to be converted in this grant: _____
3. What is the estimated number of records unique to this region yet to be retrospectively converted in your, library, library system or region? _____
4. Describe how the institution will continue the project's activities with reduced funding or after the grant funding ends.
5. Project statistics

Type	# Records	# Holdings
Monographs		
Serials		
Other (i.e. manuscripts)		
TOTAL		

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PROJECT BUDGET IN TABLE FORM

Use whole dollar amounts throughout this form. Estimates should be realistic and show evidence of investigation to enhance accuracy, e.g.: model numbers, vendors.

Step 1 - Provide a summary of the budget components: Indicate how much you are requesting to be covered in the RBDB Member Application Grant under **Table A**, **Column A "Requested Funding"** for each budget component. Use the component in **Line 7 "Other Expenses"** for all other items you are requesting funding for that do not fall into the other defined budget components. Indicate in **Column B** the amount of funding the library will incur in-kind or that will provide a cost-share amount after each budget component. Not all budget components will apply to all libraries requesting RBDB grant funding. If you are requesting funding for Personnel Services, remember to complete **Tables B and C**.

Table A. Budget Components		Column A: Requested Funding	Column B: Cost-share/In-kind
Line 1	Personnel Services	$6,000 for student assistant at $10/hr.	$6,100 (Librarian at .10 FTE)
Line 2	Employee Benefits	$270	$2,777
Line 3	Equipment		
Line 4	Software		
Line 5	Supplies and materials		
Line 6	Contractual Agreements	$2,000	
Line 7	Other Expenses		
Total Dollar Amounts		**$8,270**	**$8,877**

Step 2 - Provide a breakdown of Personnel Services: Base the information for Table B from the information you put in **Table A, Column A, Line 1** above.

Table B. Personnel Services				
Name/Title	**# of Positions**	**FTE**	**Total**	**Salary**
Student assistant	1	.5	.5	$6,000 (hourly)
Total Personnel Services	**1**	**.5**	**.5**	**$6,000 (hourly)**

  *(FTE is based upon 20 hours per week, _____ hours per year)

Step 3 - Provide a breakdown of Employee Benefits: For all personnel listed in Table B, provide totals for the following benefits In Table C. Then add all the benefits for a total benefits expense.

Table C. Total Employee Benefits			
Retirement	$	Health Insurance	$
Social Security	$216 (3.6%)	Dental Insurance	$
Workman's Comp	$6 (0.1%)	Other (specify)	$ 48 (NYS Disability Insurance (0.5%); NYS Unemployment

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			Insurance, (0.3%)

Total Benefits in Dollar Amounts	$270

Step 4 - Contract Services for requested funding to support contract services: In **Table D**, list vendor or the supplier of services with the dollar amount (i.e. IKON Computer Services, consultants, other vendor companies). Equipment and supplies must be itemized under **Table E**.

Table D. Contract Services	
Vendor Name	**Amount**
Backstage Library Works	**$2,000**

Step 5 - Equipment and supplies: List equipment and supply items including software with the quantity and dollar amount in **Table E.**

Table E. Equipment and Supplies			
Item	**Quantities**	**Unit Cost (per item)**	**Total Cost**
N/A		$	$
		$	$
		$	$
		$	$
Total Equipment in Dollar Amounts			$

F. Other Expenses not reported elsewhere (Specify):

None

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STATEMENT OF ASSURANCE

The applicant hereby gives assurance to the Division of Library Development, NYS Library:

a. That the applicant will adhere to the standards described in the Commissioner's Regulations 90.19(e), and further clarified by DLD, which are as follows:

1. Records must be converted under the USMARC format at either the full or minimal national level as defined in USMARC Format for Bibliographic Data, 1988 (includes OCLC and RLIN MARC, etc.). The Regional Bibliographic Data Bases Program differentiates according to whether materials are retrospective or current. For retrospective material, at least at the minimal level plus subject headings is required. For current material, the full level is recommended. Call the Council Office to obtain a copy of "Minimal Level Records Requirements (MARC)".

2. Bibliographic records converted through the use of these funds shall be made available, for the purpose of resource sharing, to the State Library upon its request without charge other than the cost of duplicating such records.

b. That the applicant will make such reports of expenditures by categories and such other reports as may be required.

SIGNATURES OF LIBRARY DIRECTOR(S):

Name	Signature	Date
Stephen M. Roberts		August 12, 2008

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