



## **RBDB 2019 MEMBER PROJECT GRANT GUIDELINES**

Developed by the Regional Advisory Committee

### **Background Information**

Funds for the Regional Bibliographic Data Bases and Interlibrary Resources Sharing Program may be used for a variety of purposes with the primary goal being the promotion of resource sharing and information technology throughout the region. RBDB is a state grant program provided to the NY 3Rs and whose regionally funded projects and activities are overseen by WNYLRC's Regional Advisory Committee (RAC). Projects funded under RBDB include WNYLRC regional programs such as Ask Us 24/7 and participation in New York Heritage and DPLA as well as WNYLRC member projects that contribute to regional resource sharing, coordinated services, and professional development. Requested RBDB funding for all projects, including ongoing WNYLRC programs and initiatives and WNYLRC member grant projects, need to show how the project will enhance access to information and resources within the region. All programs funded through RBDB must adhere to the WNYLRC Guiding Principles and regional purposes as stated in *WNYLRC's Strategic Plan of Service: July 1, 2016 – June 30, 2021*. A copy of the complete plan is available on our web site at: <http://www.wnylrc.org> and includes the following goals and objectives that RBDB grants may adhere to:

### **Element 1 - Resource Sharing**

#### **1. Cooperative Collection Development (4.2)**

*Goal:* Leverage the purchasing power of academic libraries through the CCDA program to increase local collections and/or improve information access for end-users as well as develop initiatives for shared print collections.

*Intended result:* Increase number of titles or resources purchased for regional collections. Review and assess program to date through the regional Resource Sharing Committee. Increase the number of titles libraries have unfettered access to via shared print collections.

#### **4. Interlibrary Loan (4.7)**

*Goal:* Continue to monitor and facilitate both regional and state-wide resource sharing. Establish partnerships with member libraries, other 3R Councils, and/or other organizations in enhancing interlibrary loan and resource sharing initiatives and/or opportunities.

*Intended result:* Improve patron access to information by removing artificial boundaries and barriers. Programs developed by WNYLRC committees (e.g. Resource Sharing Committee, Regional Advisory Committee) and staff will help to increase access for patrons of member libraries to other library collections and information that exists within the region and/or other geographic areas in New York State.

#### **5. Digital Collections Access (4.8)**

*Goal:* Investigate the need for and potentially implement a system-supported or system-facilitated regional repository by partnering with an entity or entities that have an existing repository or through the creation of a regional repository that would house, maintain and promote access to data sets, original research, locally available government information, publications, and/or unique holdings from member libraries.

*Intended result:* Improve access to intellectual content.

#### **6. Other – Reciprocal Sharing (4.9)**

*Goal:* Monitor existing programs (i.e. WNYLRC's InfoPass program, AcademicShare, EmpireShare Program) and seek out potential partnerships to expand programs outside the region to widen the access to collections and information.



*Intended result:* Borderless access to library collections in at least New York State. Programs developed by WNYLRC committees (e.g. Resource Sharing Committee, Regional Advisory Committee) and staff will help to increase access for patrons of member libraries to other library collections and information that exists within the region and/or other geographic areas in New York State.

### **Element 3 - Professional Development and Continuing Education**

#### 1. Members

*Goal:* Provide WNYLRC members and the wider Western New York library community with high-quality in-person and online training on a variety of topics that will contribute to both professional and personal growth through WNYLRC's CE program, through WNYLRC committees, and through programs developed by or with other organizations.

*Intended result:* Topics covering current trends in the field, best practices, and other relevant areas of interest to our members will increase regional expertise and knowledge base. Topical guides may also be developed to provide pathways to information and resources.

### **Element 4 - Consulting and Development Services**

#### 2. Other: Research and Development

*Goal:* Explore, identify, and incubate innovative technologies, services, theories, methods, original research, and programs through WNYLRC sponsored grant funds and initiatives that impact member libraries and that adhere to WNYLRC's established guiding principles.

*Intended result:* With assistance from WNYLRC Committees (i.e. Continuing Education, Regional Advisory Committee, Resource Sharing Committee, Preservation, High School to College, WNY Library Assistants) WNYLRC will provide a testing environment for new and relevant technologies, programs, and pilots for WNYLRC member libraries to improve outreach, workflows, or services to its own patrons and member libraries. By assisting in developing survey tools for specific issues and/or audiences, WNYLRC will provide a valuable service to specific member groups as well as gather pertinent data on library-related issues.

### **Element 5 - Coordinated Services**

#### 1. Virtual Reference - Ask Us 24/7 (4.14)

*Goal 1:* Provide on behalf of New York State, a virtual reference program, with the support of the Regional Advisory Committee, through which New York State library patrons can receive quality reference help online, when away from the library, or during times when their library is closed.

*Intended result:* Allow participating WNYLRC members to provide services to patrons outside of regular business hours, and allow patrons to connect to librarians, and the information they need, when and where it's convenient for them.

#### 2. Digitization - New York Heritage and New York Historic Newspapers (4.15)

*Goal:* Continue to support digitization and creation of finding aids for Western New York historical collections; make collections freely available online through cooperative statewide portals (eg. New York Heritage, New York Historic Newspapers, and Empire Archival Discovery Cooperative).

*Intended result:* WNYLRC members will reach a wider statewide audience by sharing digitized collections online allowing library users to access collections from across New York State through one web site.

### **Please note the following:**

- Although the projects are for the calendar year 2019, funds will not be released until after New York State has adopted its 2019/2020 budget, usually in April. WNYLRC will not receive any RBDB funding before



**July 1, 2019.** If you choose to begin your project prior to the funds being received, you do so at your own risk.

- Please confer with Heidi Ziemer (hziemer@wnylrc.org) prior to planning any digitization project.
- Member libraries and library systems can submit up to **2** grant applications each. Members should indicate which grants have the highest priority for their institution.
  - Special attention will be paid to member grant projects that include the participation of multiple libraries from more than one type of system because this enhances cooperation within the region. However, projects involving multiple libraries from more than one system of the same type may also be awarded funding if these projects contribute to the overall good of the region.
- Items that can be funded to support these projects include:
  - Personnel and benefits paid to individuals who work above and beyond their regular schedule (be it a full time or part time employee) to complete the work as stipulated in the grant proposal. **Using grant funds to offset existing staff's current salary is not allowable.**
  - Supplies and materials, software, and equipment as deemed appropriate by the Regional Advisory Committee and Board of Trustees.
  - Vendor expenses
- Member project grant applications should not include funding requests for projects from multiple categories. (e.g., if requesting funding digitization of materials, do not request funding for other unrelated projects in the same grant. These are separate project categories and should be requested in separate RBDB grant applications.)
- Although cost-share is mentioned in some categories below, but not required for RBDB equipment or software, applicants should demonstrate institutional commitment to the project. This can be in the form of cost-share, in-kind support, or integration with other activities at the institution. Additional sources of funding outside of RBDB that will support the proposed project should be listed on the grant application.
- WNYLRC has contracted with independent individuals from outside of WNYLRC's service region to evaluate each submitted member grant proposal. These individuals comprise the "RBDB Reading Team." Referring to the State Education Department, Division of Library Development's RBDB Guidelines (revised 2005) and to the current WNYLRC RBDB Member Project Grant Guidelines the "RBDB Reading Team" has the authority to fund or partially fund any grant proposal and determine to what funding level, if any, line items or components of the grant will be funded.
- Any deviation from the grant recipient's original proposal must be first discussed with the WNYLRC liaison to the RBDB Member Grants Proposals program. You may be required to submit a written letter to RAC for approval. Failure to adhere to RBDB Member Project Grant Guidelines could result in revocation of grant approval and/or final payment.
- WNYLRC will pay grant recipient by issuing the first check at 75% of the total grant amount awarded at the beginning of the grant cycle (after RBDB funding has been received by WNYLRC and letter of agreement signed by grant recipient). WNYLRC will pay grant recipient the remainder by issuing the second check at 25% of the total grant amount awarded after WNYLRC receives and approves the final grant report which should be submitted AFTER the grant initiative has been completed to the best of the library's ability. Please notify WNYLRC of any staff changes in relation to the project. Failure to do so can delay payments.

### **Fundable WNYLRC Member Project Grant Activities**

Projects or activities which **may be approved** for funding must fall under three major categories: Information Enhancement, Electronic Access, and Innovation through Information Technologies. Approved uses for funds include hardware, software, outsourced services, consulting services, staffing, training, web design, project



evaluation and promotion. Please note: WNYLRC RBDB grant program will no longer fund retrospective conversion projects or pay for scanning equipment for digitization projects.

### 1. Information Enhancement

Projects or activities considered for funding include those that will increase or enhance access to content or holdings available at a library or library system. Items that may be funded to support these projects include:

- Personnel and benefits paid to individuals who work above and beyond their regular schedule (be it a full time or part time employee) to complete the work as stipulated in the grant proposal. **Using grant funds to offset existing staff's current salary is not allowable.**
- Supplies and materials, software, and equipment.

The following are suggested categories:

- a. **Finding aids.** Metadata projects including Finding Aids must conform to the minimal standards as established by WNYLRC and the Empire Archival Discovery Cooperative (Empire ADC) project and its supporting documents, (link TBA). Projects that include creation of resources such as those utilizing Encoded Archival Description must include collection level online MARC bibliographic records that link to the project. The links must also be added to the collection landing pages in New York Heritage as appropriate. All EADS funded through RBDB must be contributed to Empire ADC.
- b. **Digitization projects.** Projects must meet the goals and objectives and minimal standards as stated in *Western New York Regional Digitization Plan* and its supporting documents which can be found at [www.wnylrc.org](http://www.wnylrc.org). Digitization Projects considered for RBDB funding must adhere to the following:
  1. All digitization applications will be evaluated equally by a reading team that are from outside the region.
  2. Recipient must demonstrate that the content of the digitized material must be considered valuable as a regional resource and/or state-wide resource and contribute to regional and/or state-wide resource sharing. A proposal with examples of items to be digitized must be submitted for review and approved by the Regional Advisory Committee.
  3. Meet minimal metadata and imaging best practice standards as established in the Plan and adhere to the metadata templates provided by WNYLRC.
  4. Digital collections created with these funds must be made accessible online without charge to students, teachers, scholars, and citizens of New York State. To ensure access, the grant recipient must contribute all digitized assets funded through RBDB to **New York Heritage ([www.newyorkheritage.org](http://www.newyorkheritage.org))**, an ESLN funded CONTENTdm site or, if digitizing newspapers, must be contributed to New York State Historic Newspapers ([www.newyorkstatehistoricnewspapers.org](http://www.newyorkstatehistoricnewspapers.org)). Applicants must submit a completed *Copyright and Right to Use Agreement* form with the RBDB application. Applicants must demonstrate either that: 1) the applicant has the right to reproduce the materials and make them available online; OR 2) the materials are in the public domain and not protected by copyright. WNYLRC



also requests the right to use selected images for marketing and promoting of New York Heritage both in print and on the Web.

5. Grant recipients are welcome to use their own collection management system and web presentation system used to store and display digitized images **in addition to** loading them into New York Heritage and/or NYS Historic Newspapers. Grant recipients are responsible for maintaining and storing master or archival digital files and metadata and allowing WNYLRC to store the master and access images, if possible, as well as metadata for digital preservation purposes in its back-up system if available. Grant recipients are required to provide WNYLRC with all TIFF images created for the collection.
6. RBDB recipients who cease membership in WNYLRC risk having their collections pulled from NY Heritage. It is at WNYLRC's discretion whether to continue to include these collections in New York Heritage.
7. Digitization projects that also include the creation of resources such as those using Encoded Archival Description must have links to the finding aids available through the New York Heritage collection landing page and be loaded into the Empire Archival Discovery Collaborative (EAD) portal ([empireadc.org](http://empireadc.org)).
8. In order to facilitate indexing and the discovery of information, it is expected that all digitization projects including textual materials (monographs, letters, manuscripts, etc.) will, if at all possible, provide an electronic translation of the text by utilizing Optical Character Recognition (OCR) software or by manually creating an electronic translation. A translation accuracy rate of at least 75% is required. If OCR software does not provide a high enough accuracy rate or it is difficult to translate the text manually, the applicant should provide a detailed explanation of why it is not possible to provide an electronic translation.
9. All digitization projects must include a cost per image analysis. The analysis is included in the Project Budget section of the application.
10. All funded digitization projects must include a comprehensive collection description that provides historical context, historical significance, and/or geographical information that gives the viewer a complete picture of the importance of the collection to the Western New York region and or New York State. WNYLRC reserves the right to create additional content expanding on the historical context of the collection. Grant recipients may be asked to assist or advise in the creation of the content.
11. WNYLRC reserves the right and will actively seek input from the member institution to develop educational components to supplement New York Heritage such as online exhibits, lesson plans, and other educational resources based on the assets in the RBDB funded digital collection.
12. Grant recipients may be asked to assist with metadata updates or other similar activities in order to stay current with professional standards or best practices after the grant ends.
13. Grant recipients must describe how they plan on marketing the collection to their end users and/or institution. Grant recipients must also include a link to NY Heritage and/or NYS Historic Newspapers either on their library's website front page or be included in their list of available resources.

Examples of funded past projects or ideas to consider:

- Digitization of Lackawanna heritage Newspapers - \$8,625



- Digitization of Buffalo City Directories 1869-1883 - \$17,024
- Digitization of WIVB-TV Archival News Films and Video Tapes - \$2,500
- Digitization of ECC Student Voice Newspapers \$2,436

Consider these ideas:

- Collaboration between small and larger institutions to create EAD finding aids in compliance with the new hosting initiative developed by ESLN called Empire Archival Discovery Cooperative
- Digitization of college yearbooks that are free of copyright restrictions and that are critical for genealogical research
- Digitization of multi-media collections
- Digitization of hidden collections
- Digitization of under documented subjects

## 2. Electronic Access

Projects or activities considered for funding are those that will increase or enhance libraries' access to broadband or improved network speeds in the region and promote resource sharing. Items that may be funded to support these projects include:

- Personnel and benefits paid to individuals who work above and beyond their regular schedule (be it a full time or part time employee) to complete the work as stipulated in the grant proposal. **Using grant funds to offset existing staff's current salary is not allowable**
- Supplies and materials, software, and equipment

The following are suggested categories:

- a) Establish Internet access in libraries to support resource sharing in order to provide access to the library's online catalog or improve a library's Internet access by upgrading to a cable modem or fractional T1 from a dial-up modem. Fundable items include a 65% cost-share for equipment and installation only. Connectivity charges are not fundable.
- b) Funding for tools that improve regional resource sharing (i.e. ILLiad). Approved items include software license, hardware, hosting services, and training. The maximum RBDB grant for implementing resource sharing tools such as ILLiad is \$7,500.

Examples of funded past projects or ideas to consider:

- ILLiad Interlibrary Loan Resource Sharing Tool Implementation - \$5,973

Consider this Idea:

- Test open-source ILL software packages for small libraries and compare results to ILLiad and OCLC ILL subscription

## 3. Innovation through Information Technologies

RBDB provides flexibility for allowing member libraries to submit project proposals that do not fall under Information Enhancement or Electronic Access to library collections. Items that may be funded to support these projects include:

- Personnel and benefits paid to individuals who work above and beyond their regular schedule (be it a full time or part time employee) to complete the work as stipulated in the grant proposal. Using grant funds to offset existing staff's salary is not allowable
- Supplies and materials, software, and equipment



The following are suggested categories:

- a) Planning projects, studies, or pilot projects implementing new and existing information technologies into library services that improve regional information access or regional resource sharing will also be considered for funding. Collaborative project proposals among multi-type libraries will be given greater consideration in the application process.

Examples of funded past projects or ideas to consider:

- Creation of Online Literacy Tutorials - \$10,199
- Collaborative Remote Storage Initiative (utilizing technology to see duplicate holdings among a select group of pilot libraries to create a shared collection) - \$10,400

Consider this Idea:

- Develop a proof of concept regional repository

### **Non-fundable Project Requests**

Due to State RBDB Guidelines developed by representatives from WNYLRC, the Division of Library Development and the NY 3Rs, projects or activities identified as not eligible for RBDB funding:

- Retrospective conversion of ubiquitous or unique materials
- Overhead costs including physical plant (e.g.: rent, heat, lights, payroll costs, etc.)
- Salaries of existing staff who would manage the RBDB funded project on time normally funded by the institution
- Cataloging or conversion of current acquisitions
- Delivery of physical items for interlibrary loan by such means as the US Postal Service, UPS, or a local courier or delivery service
- Direct payments to libraries for ILL expenses
- Purchase of local automated systems – e.g. Innovative Interfaces Inc., Destiny – for individual libraries
- Grant administration fees
- Fax machines, printers
- Scanners and scanning equipment

### **Grant recipients obligations**

1. Any materials developed for publicity and promoting events or that include links to the resources and collections funded by an RBDB grant, must include the following statement:

This project was funded through a member project grant from the Regional Bibliographic Data Bases and Interlibrary Resources Sharing Program (RBDB) awarded to the Western New York Library Resources Council (WNYLRC) by the New York State Education Department.

2. In addition to the funding statement above, grant recipients must also include the logo and/or link to NY Heritage, NYS Historic Newspapers, or Empire Archival Discovery Collaborative either on their library's website front page or be included in their list of available resources.
- 3.
4. Grant recipients are required to keep WNYLRC informed of the grant project in progress through ongoing communication. WNYLRC must be apprised immediately of any consideration to deviate from the original grant proposal, including changes to the grant activity timeline and personnel working on the project. Any



changes to the grant proposal may need to be approved first by the WNYLRC liaison to the RBDB program by the Regional Advisory Committee.

5. A Final report form: A formal report with a predefined set of questions supplied by WNYLRC must be completed in order to receive the final 25% of the grant awarded. **This report is tentatively due by December 31, 2019 unless otherwise indicated by the agreement letter you will receive once funding has arrived. The final report due date is dependent on receipt of RBDB funds.**