

CALIFORNIA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)
FISCAL YEAR 2017/2018
STATEWIDE GRANT APPLICATION

ELEMENT 1: BASIC INFORMATION (please see application instructions for additional information)

Applicant Information

- | | |
|--|--|
| <p>1. Library/Organization</p> <p>Regents of the University of CA, California Digital Library</p> <p>3. Legal Business Name <i>(must match name registered with Federal Employer Identification Number (FEIN))</i></p> <p>Regents of the University of Californ, California Digital Library</p> <p>4. Project Coordinator Name</p> <p>Adrian Turner</p> <p>6. Email Address</p> <p>adrian.turner@ucop.edu</p> <p>8. Mailing Address</p> <p>415 20th Street, 4th Floor</p> | <p>2. Library's DUNS Number</p> <p>003-985-512</p> <p>5. Project Coordinator Title</p> <p>OAC/Calisphere Data Services Manager</p> <p>7. Business Phone Number</p> <p>510-287-3390</p> <p>City State Zip</p> <p>Oakland CA 94612</p> |
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Project Information

- 9. Project Title** Harvesting California's Bounty, Phase III
- 10. LSTA Funds Requested** \$142,706
- 11. Cash Match & In-Kind** \$49,167
- 12. Total Project Cost** \$191,874
- 13. California's LSTA Goals** *(Check one goal that best describes the project)*
- | | |
|--|---|
| <input type="checkbox"/> Literate California | <input type="checkbox"/> Bridging the Digital Divide |
| <input type="checkbox"/> 21 st Century Skills | <input checked="" type="checkbox"/> Information Connections |
| <input type="checkbox"/> 22 nd Century Tools | <input type="checkbox"/> Community Connections |
| <input type="checkbox"/> Content Creation/Preservation | <input type="checkbox"/> Ensuring Library Access for All |
- 14. Primary Audience for project** *(Select all that apply.)*
- | | |
|--|--|
| <input type="checkbox"/> Adults | <input type="checkbox"/> Pre-School Children |
| <input type="checkbox"/> Families | <input type="checkbox"/> Rural Populations |
| <input type="checkbox"/> Immigrants/Refugees | <input type="checkbox"/> School Age Children |
| <input type="checkbox"/> Intergenerational Groups (Excluding Families) | <input type="checkbox"/> Senior Citizens |
| <input type="checkbox"/> Library Staff , Volunteers and/or Trustees | <input checked="" type="checkbox"/> Statewide Public |
| <input type="checkbox"/> Low Income | <input type="checkbox"/> Suburban Populations |
| <input type="checkbox"/> Non/Limited English Speaking Persons | <input type="checkbox"/> Unemployed |
| <input type="checkbox"/> People with Disabilities | <input type="checkbox"/> Urban Populations |
| <input type="checkbox"/> People with Limited Functional Literacy | <input type="checkbox"/> Young Adults and Teens |

ELEMENT 2: PROJECT BACKGROUND AND SUMMARY

Describe how this project was identified as a need, how it relates to your library's strategic plan, what will be accomplished if this project is implemented, and how you will know whether your project is successful. Summary should relate to activities in the timeline (Element 4) and include statistical information to support the project.

The California Digital Library (CDL) is requesting LSTA grant funds to continue a large-scale, ambitious project aimed at providing increased and improved access to all of California's digital cultural heritage materials.

This grant would expand upon work currently undertaken (through two previous phases) to aggregate digital collections that are otherwise dispersed across a range of library, archive, and museum systems. Although these collections are available online through local websites, they are not readily discoverable, since these local sites are often not search-engine optimized. In other words, users have to be aware of these local sites in order to find the collections and have no means of searching across them. The digitized materials are also often presented on outdated platforms that users find cumbersome to use. Through harvesting, aggregating, and displaying the collections on Calisphere and the Digital Public Library of America websites, CDL provides the collections with increased visibility and usability. Given that a number of them were created with the support of LSTA funding, it is all the more important that they remain publicly available, findable, and usable for the long term.

Phase III of our project will involve harvesting an additional array of unique digital collections which were created primarily by public libraries with LSTA funding. Two new, key sets of content have been identified (see attachment), in consultation with the California State Library and based on a review of legacy LSTA grant files.

1) Nearly 100 community-based oral history collections created through the Digital Storytelling initiative, in addition to a range of digitized local history collections.

2) Newly-digitized collections produced through the California Revealed initiative.

We anticipate harvesting over 200,000 additional digital resources stewarded by approximately 40 sources (comprising collections from over 100 libraries).

We will coordinate with the institutions that own and maintain this digital content to harvest the materials and provide increased access on Calisphere and DPLA. Through this process, we will also provide a pathway for those institutions to continue to contribute to these network aggregations for the long term, as they continue digitizing material and making it publicly available.

As part of the process of harvesting collections, we will also develop and implement an outreach and marketing plan for Calisphere, to surface potential collaborators/collections for harvesting -- and ultimately promote knowledge and use of Calisphere statewide. We will work with the California State Library and key stakeholders to develop this plan.

The track record of the previous phases of this project sets us up for success in Phase III. At its outset in September 2015, Calisphere provided access to approximately 400,000 items. Since this project began in May 2016, we have successfully harvested a total of 410 additional collections -- comprising over 250,000 digital objects -- from 28 distinct data sources across 23 institutions. By the completion of Phase III, we anticipate Calisphere will comprise well over 1.2 million items: a dramatic and significant increase in the scope and scale of this statewide network and, we believe, comprehensive coverage of unique digital collections maintained by public libraries throughout California. Furthermore, and as noted, the project will also lay the groundwork for more programmatic aggregation infrastructure and the ongoing visibility and evolution of this essential statewide service. This project relates to the California State Library's LSTA 5-year plan as follows: Goal III, Program I; Goal VI, Programs II and III; and Goal VIII, Programs II and III. We've listed the specific activities of the project and how we will accomplish our goals in Element 4F of this proposal.

ELEMENT 3: PARTNERSHIPS

Please list all formal partners for your project here. Please attach (under Element 7) a copy of your signed agreement with each partner, which outlines the role the partner will play and the resources the partner will contribute.

Partner Name	Organization Type (see instructions for valid entries)	Legal Type (see instructions for valid entries)	Role on Project	Resources That Partner Will Contribute (materials/funds/staff)

ELEMENT 4: PLANNING AND EVALUATION

Please answer each area concisely and completely. For section A-F limit responses to four pages.

A. Project Intent (*Check only one that best describes the project*)

Lifelong Learning

- ☐ Improve users' formal education
- ☐ Improve users' general knowledge and skills

Information Access

- ☒ Improve users' ability to discover information
- ☐ Improve users' ability to obtain information resources

Institutional Capacity

- ☐ Improve the library workforce
- ☐ Improve the library's physical and technology infrastructure
- ☐ Improve library's operations

Economic & Employment Development

- ☐ Improve users' ability to use resources and apply information for employment support
- ☐ Improve users' ability to use and apply business resources

Human Services

- ☐ Improve users' ability to apply information that furthers their personal, family, or household finances
- ☐ Improve users' ability to apply information that furthers their personal or family health & wellness
- ☐ Improve users' ability to apply information that furthers their parenting and family skills

Civic engagement

- ☐ Improve users' ability to participate in their community
- ☐ Improve users' ability to participate in community conversation around topics of concern

B. Project Purpose – Short statement which answers the questions: we will do what, for whom, for what expected benefit(s).

The California Digital Library (CDL) is requesting grant funds to continue a large scale, ambitious project aimed at providing increased and improved access to all of California's digital cultural heritage materials.

This grant would expand upon work currently undertaken (through two previous phases) to aggregate digital collections that are otherwise dispersed across a range of library, archive, and museum systems. Although these collections are available online through local websites, they are not readily discoverable, since users have to know about those many websites in order to find them--and have no means of searching across them. Phase III of our project will involve harvesting an additional array of unique digital collections which were created by public libraries with LSTA funding. Through this process, we will also provide a pathway for those institutions to continue to contribute to these network aggregations for the long term, as they continue digitizing material and making it available.

By the completion of Phase III, we anticipate Calisphere will comprise well over 1.2 million items: a dramatic and significant increase in the scope and scale of this statewide network and, we believe, comprehensive coverage of unique digital collections maintained by public libraries throughout California. Furthermore, and as noted, the project will also lay the groundwork for more programmatic aggregation infrastructure and the ongoing visibility and evolution of this essential statewide service.

C. Anticipated Project Outputs – Measures of services and/or products to be created/provided.

- 1) Harvest collections from at least 32 data sources (see attached seed list), on receipt of their completed terms of service agreements and receipt of their metadata.
- 2) Publish the harvested collections to Calisphere and DPLA.
- 3) Develop and implement an outreach and marketing plan for Calisphere based on the harvested collections and contributors.

D. Anticipated Project Outcome(s) – What change is expected in the target audience's skills, knowledge, behavior, attitude, and/or status/life condition? How will you measure these outcomes? (for examples see attachment B of the application instructions)

This is not an outcomes-based project.

E. Briefly describe how this project will be financially supported in the future.

The California Digital Library is committed to supporting trusted, stable, production quality, high-availability services such as Calisphere. The Calisphere site was launched in 2006. It is a long-standing service maintained by the Digital Special Collections team, comprising over 5 full-time staff members providing dedicated support for Calisphere, the Online Archive of California (OAC), and related services.

Founded by the University of California in 1997, the California Digital Library was established to take advantage of emerging technologies that were transforming the way digital information was being published and accessed. The California Digital Library assumes a leadership role in providing digital content to the citizens of the state, develops systems that encourage resource sharing, and provides for a focus for the development of strategies and initiatives that guide the University's libraries through the transition to the digital future.

The California Digital Library itself is a unit within the Department of Academic Planning, Programs and Coordination at the University of California Office of the President. It is supported through the campus assessment fund, plus additional ongoing support through the state lottery fund, fee-based services, and grants.

F. Activity Information. Activities are action(s) through which the intent or objective of a project are accomplished. Four activity types have been identified, each with select methods to help you describe how you will carry out this project. Indicate activity types that require a significant commitment of resources to the project (representing 10% or more of total project resources).

1. ☐ **Instruction** - Involves an interaction for knowledge or skill transfer and how learning is delivered or experienced. *(Check all that apply and provide a description including whether the format will be in-person, virtual, or both)*
- ☐ Program - Formal interaction and active user engagement (e.g., a class on computer skills).
 - ☐ Presentation - Formal interaction and passive user engagement (e.g., an author's talk),
 - ☐ Consultation - Informal interaction with an individual or group of individuals (library staff or other professional) who provide expert advice or reference services to individuals, units, or organizations.
 - ☐ Other

Description:

2. ☒ **Content** - Involves the acquisition, development, or transfer of information and how information is made accessible. *(Check all that apply and provide a description including whether the format will be physical, digital, or both)*
- ☒ Acquisition - Selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies (i.e. publishers, vendors) to obtain resources. May also include procuring software or hardware for the purposes of storing and/or retrieving information or enabling the act of experiencing, manipulating, or otherwise interacting with an information resource.
 - ☐ Creation - Design or production of an information tool or resource (e.g., digital objects, curricula, manuals). Includes digitization or the process of converting data to digital format for processing by a computer.
 - ☒ Description - Apply standardized descriptive information and/or apply such information in a standardized format to items or groups of items in a collection for purposes of intellectual control, organization, and retrieval.

- ☐ Lending - Provision of a library's resources and collections through the circulation of materials (general circulation, reserves). May also refer to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request.
- ☐ Preservation - Effort that extends the life or use life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building or site by reducing the likelihood or speed of deterioration.
- ☐ Other

Description: We will harvest collections from at least 32 data sources from a "seed list", upon receipt of their completed terms of service agreements and receipt of their metadata. Over the course of the project, we anticipate adding additional sources to the list, as we identify them.

Harvesting from each source comprises a number of general steps (summarized at <https://help.oac.cdlib.org/support/solutions/articles/9000081696-how-to-contribute-collections>). We first contact the organization, to broach the topic of harvesting and encourage them to make their collections available through Calisphere and DPLA. We request a completed CDL licensing agreement from each institution; this document specifies our terms of service for Calisphere contributors. Next, we work with the organization to obtain sample metadata, and define a metadata harvesting approach (e.g., using the OAI-PMH protocol for CONTENTdm sources). We work with the organization to define collections to harvest, and develop custom harvesting code as needed to map the metadata to our (and DPLA's) schema. We then conduct a test harvest, and work with the organization to preview and quality control check the results - - reiterating and refining the test harvests as needed. Once approved for publication, we display the results in Calisphere. Last, the results are shared with DPLA. DPLA is currently harvesting from Calisphere every two months.

As part of the process of harvesting collections, we will develop and implement an outreach and marketing plan for Calisphere, to surface potential collaborators/collections for harvesting and to promote knowledge and use of Calisphere statewide. We will work with the California State Library and key stakeholders to develop this plan.

3. ☐ **Planning & Evaluation** - Involves design, development, or assessment of operations, services, or resources and when information is collected, analyzed, and/or disseminated. *(Check all that apply and provide a description including whether the format will be in-house or third-party)*
 - ☐ Retrospective - Research effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group.
 - ☐ Prospective - Research effort that projects or forecasts a future condition of a project, program, service, operation, resource, and/or user group.

Description:

4. ☐ **Procurement** – May only be used for projects with an Institutional Capacity Intent. Acquiring or leasing facilities; purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure. *(Provide a description)*

Description:

ELEMENT 5: GRANT TIMELINE/ACTIVITIES

Show each major project activity and when it will be started and/or completed throughout the project. The timeline should correspond to the activities described in Planning and Evaluation. Please put an X in each pertaining month.

[illegible]

ELEMENT6: BUDGET

The budget should clearly identify the amounts requested and from what sources.

Budget Category	LSTA	Cash Match & In-Kind	Total
Salaries/Wages/Benefits			
Metadata Harvesting Technician	\$111,393	\$0	\$111,393
Product Manager	\$0	\$24,339	\$24,339
Programmer/Analyst	\$6,250	\$6,250	\$12,500
OAC/Calisphere Data Services Manager	\$0	\$6,003	\$6,003
Director	\$0	\$1,832	\$1,832
Associate Vice Provost & Executive Director	\$0	\$3,314	\$3,314
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$117,643	\$41,738	\$159,381
<p>Description: 1) Metadata Harvesting Technician (100% FTE): stages and manages metadata harvesting routines, including collection setup and configuration, implementation of custom harvesting code, conducting harvests and QA checking; processing harvests for publication.</p> <p>2) Product Manager (20% FTE): Leads Calisphere promotional and outreach activities (e.g., social media and email campaigns); conducts research and assessment to establish a picture of usage and visibility; plans and coordinates stakeholder meeting; explores use cases and formulates pilot projects to more fully engage key stakeholders and communities.</p> <p>3) Programmer Analyst (10% FTE): Supervises work of Metadata Harvesting Technician, and provides backup technical support.</p> <p>4) OAC/Calisphere Data Services Manager (5% FTE): Project coordination.</p> <p>5) Director (1% FTE): Project oversight.</p> <p>6) Associate Vice Provost & Executive Director (1% FTE): Principal investigator. Salary figures include benefits.</p>			
Consultant Fees			
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0
Description:			

Budget Category	LSTA	Cash Match & In-Kind	Total
Travel			
Travel for CDL project team members	\$3,500	\$0	\$3,500
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$3,500	\$0	\$3,500
Description: Travel funds to support project team travel to meet with project participants and prospective participants as needed, and attend key on-site planning meetings at the California Digital Library headquarters in Oakland.			
Supplies/Materials			
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0
Description:			

Budget Category	LSTA	Cash Match & In-Kind	Total
Equipment (\$5,000 or more per unit)			
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0
Description:			
Services			
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0
Description:			

Project Total	\$121,143	\$41,738	\$162,881
Indirect Cost Rate Applied 17.8 % Indirect Cost	\$21,563	\$7,429	\$28,993
Check one: <input type="checkbox"/> No Indirect <input checked="" type="checkbox"/> Federally negotiated indirect cost rate * <input type="checkbox"/> Indirect proposed cost rate * * please attach supporting documentation if required			
Description: Indirect costs include cost for administrative and fiscal staff, workspace, utilities, internet, IT support, office supplies and use of equipment.			
Grand Total	\$142,706	\$49,167	\$191,874

ELEMENT 7: ATTACHMENTS

If you have additional resources that support your grant, please attach after this page

ELEMENT 8: INTERNET CERTIFICATION
Check the Appropriate Library Type

☐ Public Library ☒ Academic ☐ K-12 ☐ Multi-Type ☐ Special/Other

As the duly authorized representative of the applicant public library, public elementary school library or public secondary school library applying for LSTA funding, I hereby certify that the library is *(check only one of the following boxes)*

- A. ☐ **An individual applicant that is CIPA compliant.**
The applicant library, as a public library, a public elementary school library or public secondary school library, has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.
- B. ☐ **Representing a group of applicants. Those applicants that are subject to CIPA requirements have certified they are CIPA compliant.**
All public libraries, public elementary school libraries, and public secondary school libraries, participating in the application have complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. The library submitting this application has collected Internet Safety Certifications from all other applicants who are subject to CIPA requirements. The library will keep these certifications on file with other application materials, and if awarded funds, with other project records.
- C. ☒ **Not Subject to CIPA Requirements.**
The CIPA requirements do not apply because no funds made available under this LSTA grant program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

SIGNATURE

I have read and support this LSTA Grant Application.

Regents of the University of California, California Digital
Library

Library/Organization

Harvesting California's Bounty, Phase III

Project Name

Günter Waibel

Library Director Name

Executive Director

Title

Library Director Signature

Date