

**CALIFORNIA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)
FISCAL YEAR 2016/2017 STATEWIDE GRANT APPLICATION**

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

Applicant Information

- | | | |
|--|---|-----------------------------|
| <p>1. Library/Organization
Pacific Library Partnership</p> <p>3. Project Coordinator Name & Title
Barclay Ogden, Manager</p> <p>5. Business Phone Number
510.642.4946</p> <p>6. Mailing Address
PO Box or Street Address
20 Doe Library</p> | <p>2. Library's DUNS Number
830926072</p> <p>4. Email Address
bogden@berkeley.edu</p> | |
| <p>City
Berkeley</p> | <p>State
CA</p> | <p>Zip
94720</p> |

Project Information

- 7. Project Title** California Audiovisual Preservation Project
- 8. LSTA Funds Requested** \$308,440
- 9. Cash Contributions** \$0
- 10. In-Kind** \$129,617
- 11. Total Project Cost** \$438,057
- 12. California's LSTA Goals** *(Check one goal that best describes the project)*
- | | | |
|--|---|--|
| <input type="checkbox"/> Literate California | <input checked="" type="checkbox"/> Content Creation/Preservation | <input type="checkbox"/> Community Connections |
| <input type="checkbox"/> 21 st Century Skills | <input type="checkbox"/> Bridging the Digital Divide | <input type="checkbox"/> Ensuring Library Access for All |
| <input type="checkbox"/> 22 nd Century Tools | <input type="checkbox"/> Information Connections | |
- 13. Number of persons served** *(Number of persons who use or will benefit directly from this project)* _____
- 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 checked="" type="checkbox"/> Library Staff , Volunteers and/or Trustees | <input 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 |
- 15. This signature certifies that I have read and support this LSTA Grant Application.**

Library Director Name: Susan Hildreth **Title:** Chief Executive Officer

Mailing Address 2471 Flores St. **City** San Mateo **Zip** 94403-2273
(if different from above)

Library Director Signature: _____ **Date:** _____

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 info to support the project.

A statewide audiovisual preservation needs assessment survey undertaken in 2007 demonstrated that most of California's historically significant moving image and sound recordings are seriously at risk of loss: analog audiovisual materials need playback equipment that no longer is made, and many "early" digital recordings are in formats and storage media as little as a decade old that can no longer be "read" by modern computer equipment.

The California Audiovisual Preservation Project (CAVPP) is the first statewide initiative in the country to collaboratively build and facilitate access to a collection of historically significant audiovisual recordings while accomplishing audiovisual preservation work most individual libraries are unable to undertake. Based on best archival practices for moving image and sound preservation, the CAVPP establishes practical standards to guide partner institutions through the preservation planning process, from collection assessment to selection to description to digitization to metadata management to quality control to long-term storage and online access, and brings to light hidden media collections via the Internet Archive (IA), a repository that is freely available for non-profit, educational use.

To date, 4,300 historic recordings have been digitized and are available online to the public free of charge. To grow the California Light and Sound collection, the CAVPP proposes to digitize, preserve, and make available 1,000 additional important, unpublished, and seriously endangered analog audio and moving image recordings that document historically significant events and developments in and about California. The new recordings will be contributed by 105 California partner libraries and archives, some of which recently joined the Project in order to preserve recordings unique to the partnership.

Project staffing will include Project manager, Barclay Ogden., who will be responsible for overall project management and budget. Qualifications include more than thirty years of experience in project development and management, including fundraising, long-range planning and setting priorities. Barclay developed software for needs assessment and preservation planning for audiovisual materials and coordinates the California Preservation Program to develop and manage preservation services to libraries and archives in California. Project operators will be Kristin Lipska and Max Goldberg, both trained in-house; they will communicate with partners, ship materials, check quality and ensure integrity of new digital files, and facilitate data transfer to the repositories.

ELEMENT 3: PLANNING AND EVALUATION

Please answer each area concisely and completely. For section A-F limit 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 purpose of the California Audiovisual Preservation Project (CAVPP) is to provide online access to California's moving image and sound recording heritage now and into the future. The CAVPP provides digitization and digital preservation services to California libraries with the goal of changing organizational behavior to improve protection and management of audiovisual collections.

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

- * digitize, preserve, and provide online access to 1,000 AV recordings
- * assist 105 California libraries with preservation of their audio/moving image collections
- * provide 2 workshops to promote the CAVPP to California libraries

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)

- * All Californians will have access to more than 5,000 historic California AV recordings preserved and available online
- * 105+ California libraries will improve their care of audiovisual collections
- * 20 California libraries and archives will join the CAVPP to preserve their historic audiovisual recordings

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

The CAVPP's primary goal is to digitize, digitally preserve, and provide online access to all significant California heritage moving image and sound recordings. Meanwhile, statewide and national preservation needs surveys repeatedly report that education and training, the CAVPP's auxiliary goal, are essential to help encourage heritage institutions to make commitments to preservation of their collections. Consequently, the business plan of the CAVPP is to continue to seek a combination of grants, along with commitments from the institutions receiving grant funding,

to continue the Project until completion.

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:

* Maintain and develop a website with audiovisual preservation information.

* Develop and deliver audiovisual preservation workshops

* Consult with institutions on audiovisual preservation problems and project development

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:

- * Assist CAVPP partners select recordings to be preserved
- * Manage digitization process (via vendors) and quality control
- * Upload digitized recordings to Internet Archive
- * Preserve digital files offline
- * Document standards and procedures for the preservation community

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** - 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: BUDGET

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

Budget Category	LSTA	Cash Contribution	In-Kind	Total
Salaries/Wages/Benefits				
Executive Director	\$0	\$0	\$4,617	\$4,617
	\$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	\$4,617	\$4,617

Description: Salary and benefits for time to provide project oversight. \$92.34 per hour for 50 hours; 2.6% FTE.

Equipment (\$5,000 or more per unit)				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0

Description:

Library 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
Subtotal	\$0	\$0	\$0	\$0

Description:

Budget Category	LSTA	Cash Contribution	In-Kind	Total (B+C+D = E)
Consultant Fees				
Project operators (2 FTE)	\$120,000	\$0	\$0	\$120,000
Project manager (1/2 day per week x48 weeks)	\$26,400	\$0	\$0	\$26,400
Project partners	\$0	\$0	\$125,000	\$125,000
CAVPP Workshops - Travel	\$3,200	\$0	\$0	\$3,200
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$149,600	\$0	\$125,000	\$274,600

Description: Project manager, (Barclay Ogden): overall project management and budget; over thirty years of experience in project development and management, long-range planning and setting priorities; developed needs assessment and preservation planning software for audiovisual materials. Project operators (Pamela Kristin Lipska , Max Goldberg) 2 @ \$60,000, full-time. Trained in-house; communicate with partners, ship materials, check quality and ensure integrity of new digital files, and facilitate data transfer to the repositories. In kind Project Partners (TBD): 1,000 recordings @ 4 recordings/day (includes nomination, shipping, quality control, and metadata) @ \$500/day.

Travel : 2 workshops x 2 CAVPP staff x \$800/trip; includes mileage, airfare, hotel, meals, and land transportation.

Travel				
	\$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	\$0

Description:

Supplies/Other				
Office and workshop supplies	\$2,000	\$0	\$0	\$2,000
Shipping/Printing/Telcom	\$2,800	\$0	\$0	\$2,800
	\$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	\$4,800	\$0	\$0	\$4,800

Description: Office and Workshop Supplies: tape cassettes, hard drives, software, \$2,000

Shipping: to and from vendors of digitization services, notebooks to workshops, \$1500

Printing: 50 copies of notebooks for workshop participants, \$500

Telcom: project telephones, internet, \$800

Budget Category	LSTA	Cash Contribution	In-Kind	Total (B+C+D = E)
Contracted Services				
Digitization	\$126,000	\$0	\$0	\$126,000
	\$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	\$126,000	\$0	\$0	\$126,000

Description: 1,000 recordings @ \$126/recording. MediaPreserve has introduced some semi-automated equipment to reduce the labor costs/recording, also reflected in the lower price/ recording and, consequently, higher production rate for the same budget.

Project Total	\$280,400	\$0	\$129,617	\$410,017
Indirect Cost Rate Applied 10 % Indirect Cost	\$28,040	\$0	\$0	\$28,040
Check one:				
<input type="checkbox"/> No Indirect <input type="checkbox"/> Federally negotiated indirect cost rate * <input checked="" 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. Indirect costs include cost for administrative and fiscal staff, workspace, utilities, internet, IT support, office supplies and use of equipment.				
Grand Total	\$308,440	\$0	\$129,617	\$438,057

ELEMENT 6: ATTACHMENTS

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

ELEMENT 7: INTERNET CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES FY 2016/17

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.

Pacific Library Partnership
Library/Organization

California Audiovisual Preservation Project
Project Name

Susan Hildreth
Library Director Name

Chief Executive Officer
Title

Library Director Signature

Date