PASCAL project proposal for LSTA Sub-Grant FFY 2007
10/4/2007

CONTACT: PASCAL, 1333 Main Street, Suite 305, Columbia, SC 29201

Project Administrator: Kate Boyd, Digital Collections Librarian, Thomas Cooper
Library, University of South Carolina, Columbia, SC 29208

PROJECT TITLE: South Carolina Digital Library : Ongoing Statewide Initiative

LSTA PURPOSE: #s 1-6. This project will expand learning services, develop services
that will provide access to all users through electronic networks, provide electronic links
among libraries, develop partnerships, and target library services to diverse patrons.

STATE GOALS: I and IV. This project will improve access to library resources though
sophisticated resource sharing and superior staff training, and will be undertaken through
partnerships, cooperatives, and consortia.

PROJECT DATES: This phase of the project will start 1 September 2007 and end 30
September 2008.

SERVICE NEED, TARGET AUDIENCE, AND PROJECT PURPOSE:

During this project phase, PASCAL and the member libraries at the University of South
Carolina, Clemson University, and College of Charleston will work together to fully
implement the South Carolina Digital Library (SCDL), to connect the CONTENTdm
databases across the state and to guide and assist other institutions with creating unique
SC digital collections for population of the SC Digital Library. The partners will develop
and implement three digitization services labs and a multi-site server across the state, a
training program for the librarians and a pilot project that introduces digital collections in
K-12 classrooms.

Target audience for overall project: Statewide Public
Immediate Target Audience for this proposed phase: Stakeholders in the academic
and public library, the cultural resource, education communities and designated (to be
determined at a later date) state government agencies.

Service Need
Feedback from stakeholders in the academic and public library, the cultural resource, and
education communities, as well as state government has indicated to us that there is
strong need in the state for a fully implemented and statewide coordinated South Carolina
Digital Library initiative. This has been evidenced through participant response at the
SCDC 2006 conference (Funded in part by FFY 2005 LSTA sub grant), as well as in
meetings with personnel from state agencies such as the Department of Archives and
History, and focus groups of the SC Historical Resources Advisory Board. In December
2006 the PASCAL Board of Directors reaffirmed its commitment, which was first
evidenced in 2004, to the Digital Library Initiative.

PASCAL project proposal for LSTA Sub-Grant FFY 2007
10/4/2007

For three of the past four years, through awards of LSTA sub grants, the South Carolina State Library has partnered with PASCAL to provide supplemental funding in support of the development of SC expertise in digital libraries and to lay foundations for an ongoing statewide program. Another key PASCAL partner, the USC School of Library and Information Science, has played a role by assisting PASCAL with planning for the initiative's sustainability through the development and use of a series of stakeholder task-forces guided by the PASCAL Digital Collections Committee (see http://pascalsc.org/digital_collections.htm). The task forces are currently developing guidelines for digitization which will be completed by the end of 2007 and will be made available online by January 2008 at <http://www.digilibsc.org/>.

Providing further evidence of its commitment to this project, the University of South Carolina has created and continues to maintain a Digital Activities Department with a digital collection of over 12,000 items currently available (see http://www.sc.edu/library/digital) in CONTENTdm, digital object management software based on open standards in use by libraries, museums, and archives across the country. The department provides the infrastructure for scanning, maintaining and presenting digital collections from a database. Clemson University and the College of Charleston are now likewise serving as PASCAL partners by collaborating with USC for development of their digital collections. They too have purchased licenses for the CONTENTdm software.

As one of the goals of the project is to bring in the digital collections of other SC libraries, particularly SC public libraries, it is worth noting that Georgetown County Public Library and Trident Technical College are already using the CONTENTdm database. USC, Clemson and the College of Charleston represent three of SC's major academic institutions. All will serve as leaders and models, an important incentive that will attract other institutions to the project.

The timing is right for South Carolina to increase its pace of digitization, as well as to participate in a national trend to build a regionally based access database. In addition to ensuring the preservation of South Carolina materials and making those of national significance more widely available, this ongoing statewide program will also allow the partners to establish the groundwork for expansion of the digital initiative beyond academia and the educational environment to exploration of its potential for playing a role in the economic development of the state.

GOALS, SERVICE OBJECTIVES, ACTIVITIES & METHODS

Goal 1
Establish an ongoing, possibly independent, statewide digitization and access program.

Goal 2
Provide a well-defined operational structure that can function effectively at its present level and grow in capacity over time.
Goal 3
Build a common virtual collection and promote its use to K-12 teachers, higher-education faculty, and lifelong learners.

Objectives
1. Obtain financial and organizational participation from across the entire stakeholder community.
2. Deploy an access database and build the capability to add objects from other institutions.
3. Create a pilot training program for scanning, metadata, and record creation.
4. Create a pilot outreach project for promotion of the SC Digital Library as a classroom resource.

ACTIVITIES AND METHODS

Objective # 1: **Obtain financial and organizational participation from across the entire stakeholder community.**

Much of the work involved in this objective has been accomplished and was necessary in order to develop a viable LSTA sub grant application. The stakeholder community has already made a commitment to provide these project resources:
- USC, Clemson, and College of Charleston have already purchased the database application.
- Clemson University is currently hiring a full time person and two full-time staff to run their digital library department.
- USC has a full-time digital collections librarian with three part-time students.
- College of Charleston has a full-time librarian and a full-time digital archivist working on digital library projects .
- PASCAL has a part-time student who will be working with the project administrator for at least 20 hours a week on the SCDL.
- The three institutions have agreed to open their digitization centers for participating institutions in the digital library initiative. The digitization facilities housed at USC, Clemson, and College of Charleston will each include a scanner, workstation, and part-time staff devoted to working on South Carolina Digital Library projects.

Activities to be accomplished:
- o Create a business plan for the SCDL
- o With these initial institutions, develop a cost structure and procedure for collecting fees or dues to help offset the institutional costs for this scanning service and server access. **(September 2007 – July 2008)**
  - Development of revenue streams for supporting the centers
  - Develop criteria for SCDL funding for any equipment needs

- o Coordinate a meeting with stakeholders **(October 2007)**
  - ▪ Discuss a board of directors, appropriate home for the SCDL
  - ▪ Bring in consultant for assistance in strategic planning development
- o Restructure the Digital Collections Committee and Task Forces into one team, with sub-working groups. The Chair of the Task Forces will make up the Committee.
- o Clemson Digital Collections Librarian is trained and up to speed on the project **(February 2008)**

Objective # 2: **Deploy an access database and build the capability to add objects from other institutions.**
A multi-site server, housed and maintained at USC by the current CONTENTdm systems administrator will tie the three regional collections together, by harvesting the metadata records. The server is able to do this seamlessly through OAI compatibility between all four servers because the multi-site server is run on the same CONTENTdm platform as the host servers; therefore it appears that the images share the same server. See the Alabama Mosaic at < http://www.alabamamosaic.org/index.php> for an example.

University of South Carolina, Clemson University, and the College of Charleston will work together to deploy the access database. Records and presentation-level objects from participating institutions will be loaded into a shared CONTENTdm database that will serve as the SCDL item level collection. Technically, they will be loaded into one of the three CONTENTdm databases based at the scanning center institutions. Records and objects may be loaded either at the scanning center or remotely, directly from the participating institution.

Activities to be accomplished:
- • Purchase and install the CONTENTdm multi-site server at USC. **(September – October 2007)**
- • Meet with the key institutions that have agreed to participate as scanning and CONTENTdm server centers **(October 2007)**
  - o Meet with IT people at those institutions to work out the connectivity and security issues
  - o Develop criteria necessary to be a SCDL server host and scanning center
  - o Evaluate the equipment needs at these CONTENTdm server and scanning centers
  - o Using the SCDL scanning center guidelines, order and set up the equipment in the scanning centers
    - ▪ Test the functionality of this equipment **(November 2007)**
    - ▪ Interview and hire scanning center staff **(November 2007)**

- • Connect and configure the three CONTENTdm hosting institutions to the multi-site server. **(November 2007)**

        o   Security and Firewall issues dealt with
- Test the server functionality with the participating scanning center institutions. **(November 2007)**
- Work with USC, Charleston and Clemson to test the upload of collections to the multi-site server at USC. **(December 2007)**
- Set up the web site for the multi-site SCDL repository **(November 2007)**

Objective # 3: **Create a pilot training program for scanning, metadata, and record creation.**

Begin with the infrastructure supplied by USC, Clemson, and College of Charleston and use USC's 12,000 items as the core collection.

Incorporate the following ongoing collaborative projects into the collection:

1. Forward Together: South Carolina in World War I is an IMLS funded collaborative physical and virtual exhibit with a digital image component involving the South Carolina State Museum, South Carolina Confederate Relic Room and Military Museum, Historic Columbia Foundation, South Caroliniana Library, McKissick Museum (USC), and South Carolina ETV. PASCAL hosts the exhibit website. The supplementary digital collection will have approximately 300 images to add to the SCDL Collection.

2. The Greenville County Library System's collection of photographs including early photographs of Greenville County sites as well as modern photographs of historically significant locations, approximately fifty photographs, has been scanned and loaded in Greenstone software along with the metadata. Subjects in the photographs include buildings, hotels, residences, textiles, and a college. These images would be transferred to the South Carolina Digital Library database.

3. USC Beaufort's collection of about 300 newspaper articles and letters that Lt. Col. Eshleman, the former commander of Louisiana's famous Washington Artillery battalion, saved from the post civil war era in relation to his unit and its campaigns. They are currently scanning these as JPEG images, following the SCDL guidelines. The project administrator will assist them with the metadata and loading the collection to the repository.

4. Beaufort County Public Library's Donner Collection from 1885 – 1912 consisting of 2 albums and approximately 700 photographs of miners, farm produce, and artistic images from the low country. They will begin creating the metadata in the fall of 2007 and start scanning in the spring of 2008. The materials will be scanned at College of Charleston.

PASCAL project proposal for LSTA Sub-Grant FFY 2007
10/4/2007

The project administrator will begin training by working with USC, Clemson, and College of Charleston. John White of the College of Charleston will meet in the fall with the project administrator to learn more about CONTENTdm. Also, in the fall SOLINET will come to Columbia for a one day training session on CONTENTdm for all those involved. In the winter the project administrator will travel to Charleston to meet with John White and the pilot project, USC Beaufort. In early spring, White and the project administrator will travel to Clemson to meet with their new digital collections librarian and compare training arrangements and meet with the Greenville County project.

At the same time, the project administrator will research, create, and publicize training modules for all South Carolina librarians (academic, public, school media, and special), archivists, and curators from any interested institution in our state, on the methods of digital cultural heritage creation and use; the primary focus of the training is scanning, metadata creation, and loading images into the repository.

The project administrator will continue to recruit projects, working with a proposal form and selection criteria for the site, which has been created by the PASCAL Collection Development task force. Many of the intended participants have already been identified via a PASCAL 2004 survey. It will be used as the starting basis for recruitment of more projects.

The project administrator and assistant will also attend a five week online workshop on shareable metadata to learn the best practices in working with other institutions on digital projects. The Metadata for You & Me workshops address the needs of library, museum and cultural heritage professionals in the creation, development and use of interoperable or shareable descriptive metadata. The content of workshops is based on the Best Practices for Shareable Metadata, an initiative of the Digital Library Federation and the National Science Digital Library that provides guidance for creating metadata that can be easily understood, processed and used outside of its local environment. (http://images.library.uiuc.edu/projects/mym)

Activities to be accomplished:

- Finish SCDL web site (http://www.digilibsc.org/) **(September – October 2007)**
  - Finish developing policies, procedures, guidelines, and best practices for SCDL.
- Coordinate training with Clemson and College of Charleston, plan meetings at three institutions over the year to see the set ups and discuss the training **(September 2007 in Columbia, December 2007 in Charleston, and February 2008 in Clemson, May 2008 in Columbia)**
- SOLINET training in Columbia for all participants at three universities and pilot projects staff **(November, 2007)**
- The Metadata for You & Me Workshop on shareable metadata (September – October)
- Work on the metadata creation for four pilot projects **(September - January 2007).**
- Begin recruiting a few more small projects to scan in the scanning centers **(December 2007)**
  - Participating institutions will submit proposals and follow selection criteria to use the scanning centers for their projects.
- Train the pilot projects on loading the collections into the CONTENTdm database **(January – March 2008)**
- Review and finalize statewide procedures for inputting records into the database. **(January 2008)**
- With the experience from working on the pilot projects, begin crafting procedures for training other institutions on creating digital collections for the repository **(January 2008)**
- Interview librarians that added collections to CONTENTdm about what they think about the database and procedures for inputting **(June 2008)**
- Continue to recruit new projects for the site and assist with creating the project and loading them into the database **(August, 2008)**
- Evaluate the growth and usage of the repository **(August, 2008)**

Objective # 4: **Create a pilot outreach project for promotion of the SC Digital Library as a classroom resource.**

Don Stewart, of the State Archives and a five year member of the PASCAL Digital Collections committee, has a Department of Education Teaching American History grant to lead three summer institutes, working with teachers on teaching American history. The first institute, taking place in the midlands of South Carolina in July-August 2007, is focusing on 1865-1920, Development of Modern America. The project administrator presented the University of South Carolina Digital Collections to this group on July 31, 2007 and twenty-one teachers signed up to write lesson plans for current University of South Carolina digital collections. The project administrator will pick up to three teachers from the list to create the lesson plans. The teachers will receive a small stipend for their work, which is reported in the budget of this proposal. A survey will be attached to the lessons to find out whether people used them and the collections and what they thought. This will ensure that the collections are reaching teachers and students.

PASCAL project proposal for LSTA Sub-Grant FFY 2007
10/4/2007

The project administrator and John White of College of Charleston will be reaching out at their institutions to teaching faculty. White is working with professors in the College of Charleston Education Department. Dr. Patrick Scott and Dr. Scott Gwara of USC are creating lesson plans for two digital collections at USC. The project administrator will be promoting the USC collections to the USC teaching faculty in History and other departments.

Activities to be accomplished:
- Identify important K12 partners and begin developing relationships with them **(September 2007)**
- With the help of Don Stewart, of the State Archives, ask teachers to create lesson plans for the current collections available at http://www.sc.edu/library/digital **(September 2007)**
- Attend South Carolina Archival Association Conference **(October 2007)**
- Attend the South Carolina Library Association Conference **(October 2007)**
- Teachers work on their lesson plans **(October 2006 – February 2007)**
- Survey created **(January – February 2008)**
- Lesson Plans are available on the SCDL web site with a survey to find out about the users **(February – July 2008)**
- Lesson plans are promoted through listservs and emails (**February 2008)**
- Develop strategies for and begin promotion of the site to the teachers of South Carolina**. (March – July 2008)**
- Interview teachers on using the site (**June 2008)**
- Publicize the repository (**July, 2008)**

Partnerships:
As a library consortium, PASCAL recognizes the importance of developing and maintaining lasting partnerships with institutions and facilitating the growth of partnerships between institutions. Through the previous LSTA grants, PASCAL has developed partnerships with many institutions around the state. Efforts to complete the 2007-08 LSTA grant will build on these partnerships in the following ways:

Several institutions around the state have digitized portions of their own collections and have worked with PASCAL to make information regarding these resources known. PASCAL looks to these institutions with experience to provide training when appropriate to other institutions in the state that may need assistance. Relations with these institutions will continue to be developed through the efforts of the PASCAL Digital Collections Committee (DCC). Local institutions with possible experience and resources for training regarding digitization and management of electronic resources:

> University of South Carolina School of Library and Information Science
> University of South Carolina Libraries
> College of Charleston
> Clemson University
> South Carolina Department of Archives and History
> South Carolina State Library

In addition to partnerships with institutions that have digital collections and that participate in the efforts of the Digital Collections Committee, PASCAL's efforts, including the Council on Library and Information Resources (CLIR) conference, February 2005, and the forum, summer 2004, brought PASCAL into contact with other institutions around the state who are interested in digitization but do not have the knowledge or the resources to begin a digitization program. Some of these institutions have representatives on the Digital Collections Committee. Others stay in touch with PASCAL through the listserv set up after the CLIR conference and by contacting the Co-Chairs of the Digital Collections Committee when they have questions about local digitization projects.

The South Carolina Library Association's Digitization of Cultural Heritage Round Table, of which the project administrator is founder and Chair for 2007, is also a conduit for connecting those with collections with the South Carolina Digital Library for training and assistance.

The partnerships with institutions around the state will not be limited to digitization training. The two other efforts of the 2007-08 LSTA grant, the repository and building outreach connections between digital content providers and content users, are both strengthened by developing partnerships. PASCAL will use existing partnerships developed through the efforts of the Digital Collections Committee as well as through training opportunities to ensure the repository meets the needs and wishes of South Carolina institutions and to expend partnerships to include content users from scholarly, K12, and public communities.

In addition to partners within South Carolina, PASCAL recognizes the need for national partnerships and consultants to advise our work, especially in developing the metadata and digital object repository. Potential national consultants and partners include:
> Florida PALMM project
> Georgia Digital Library
> Emory University
> Collaborative Digitization Program
> NC Echo
> Kentuckiana Digital Library
> Alabama Mosaic

BUDGET Justification

LSTA funding for this project will support personal services expenses related to getting the scanning centers staffed and equipped.. It will also provide the funds for purchasing the server for the multi-site CONTENTdm software. The funding will also go toward travel for training and conferences and stipends for the teachers to create the lesson plans.

Accordingly, we seek funding for:

- Equipment (See attached quotes)
    - 3 scanners, 3 workstations, and a server
- 2 student assistants/scanning technicians for 20 hours a week at $7 an hour
- 3 Stipends of $360 for 3 teachers to create teaching guides for the site
    - This stipend was based on an annual teaching salary of between $35,000 and $40,000m, which would be an hourly rate of about $18 an hour and estimating that the teacher would need to spend about 20 hours to complete the project.
- Support for travel and training
    - This number is based on four trips to the three scanning centers by the project administrator and Assistant Directors of the SCDL for training them and the pilot projects at the centers. This does not include travel for the pilot projects. See training section for more details.
    - Also included is the price for an online shareable metadata workshop, which costs $150, and a one day training session on CONTENTdm from SOLINET, which costs $2500

Marketing Plan

Marketing of the South Carolina Digital Library will begin with training the two Assistant Directors at College of Charleston and Clemson. The pilot projects will also be trained on adding materials to the repository. From there training librarians and archivist will continue throughout the year. The training will allow librarians and archivists to learn about the digital library, so that they can show their users.

Promotion of the South Carolina Digital Library site will start in October, which is Archives Month. The site will be shown at the South Carolina Archives Association annual meeting and the South Carolina Library Association annual meeting in the fall.

The public portal of the SCDL, which will be called SC Memory, will be advertised starting in January, once the multi-site server is in place. It will be advertised through listservs and press releases this spring.

In all, efforts regarding implementing the metadata or metadata and digital object repository, arranging or conducting training sessions, and promoting outreach efforts with institutions and the communities they serve, the individual will recognize the valuable assistances of LSTA funds. All publications will include information about the LSTA program. Additionally, PASCAL will publicize the Digital Library of South Carolina in its communication with member institutions and the public, recognizing the influence of LSTA funds in those communications.

Evaluation Plan

Methods/Instruments/Data Sources
- o Survey of teachers who used lesson plan and collections
- o Survey on using the collections in general
- o Usage statistics on repository
- o Report from discussions of needed training
- o Report from survey and discussions of repository needs
- o Report from scholarly, K12, public outreach efforts

Expected Outputs by the end of the project period:
- o Three scanning centers across the state
- o Digital collection repository, populated with at least 17,000 items
- o 5 Pilot projects for setting up record-input procedures, totaling approximately 950 images added to the repository
- o Scanning centers being used at 60% capacity for scanning new collections
- o 4 training opportunities made available to participating librarians and archivists across the state
- o 3 Teaching Lesson plans
- o LSTA Interim and Final reports

Expected Outcomes by the end of the project period
- o 85% of SC Librarians, archivists, and cultural heritage professionals involved in key aspects of the SCDL initiative will be able to demonstrate improved skills and behaviors relating to the creation and maintenance of digital collections through creation of new collections or additions to existing collections at SC institutions
- o All partnerships with K-12 content providers and consumers will result in a demonstrated change in attitude relating to the collaborative creation and sharing of content specifically for the K12 community. 85% of those involve will express a willingness to continue partnerships beyond the completion of the current SCDL project phase.
- o K12 community will begin to use primary resources more in their teaching through the use of online collections
- o Statewide and national outreach efforts will result in the changed knowledge of what the SCDL is and how it can benefit institutions
- o The repository for metadata and digital objects will result in the improved behavior of sharing digital resources
- o Greater statewide and national recognition of the SCDL
- o Partnerships between institutions that continue beyond this project phase

Continuation:
University, and College of Charleston and their LSTA funding partner, the South Carolina State Library are committed to the full implementation and ultimate expansion of the SC Digital Library statewide initiative. As such, the next business year (and

subsequent years thereafter) will involve new project phases. Although key stakeholders will continue to develop revenue streams to support the project, as well as provide in-kind personnel and facility resources, future LSTA funding will be sought to implement new and innovative project phases.

Some of these new phases will involve recruiting more public library participants with exemplary local/LSTA funded sub-grant digitization projects, such as that of the Georgetown County Library. Also, recruitment efforts will involve encouraging other public libraries with unique local collections to partner with the SCDL to obtain staff training and to make those collections available statewide.

The current partners also envision exploration of the use of the SCDL initiative to impact the economic development of the state. Development of strategies to gain new partners such as the SC Department of Commerce and the SC Department of Parks, Recreation and Tourism will play a major role in establishing the SCDL as an independent and sustainable state funded entity. Getting to this phase can only be accomplished through continued population of the SCDL with unique objects from other institutions.

The next three to fours years will be crucial to ensuring that South Carolina's digitization transition to a dependable and sustainable future becomes a reality. Until that time, stakeholders in the academic and public library, the cultural resource, education communities, as well as state government environment encourage continued LSTA support to maintain the momentum of the project.

PASCAL project proposal for LSTA Sub-Grant FFY 2007
10/4/2007

KEY SC DIGITAL LIBRARY PROJECT PERSONNEL
Program and Financial Officer
The program and financial officer for this project is Richard H. Moul. Executive Director
of PASCAL.

Since February 2003, Mr. Moul has coordinated the development of programs for
PASCAL. Complementing the South Carolina Digital Library project are evolving
programs for universal borrowing and statewide cooperation in digital content licensing.

Mr. Moul spent seven years as Network Librarian for the Western North Carolina Library
Network, a regional consortium of academic libraries in public institutions based in
Asheville, North Carolina.   He managed the network's integrated library system,
delivery service, and other cooperative projects. He was responsible for an annual budget
which averaged $270,000 per year, and a staff of four (equiv. 2 FTE).

Mr. Moul also spent nearly ten years at the University of Maryland at College Park, in the
original cataloging, undergraduate reference and systems departments. He received his
MSLS from the University of North Carolina at Chapel Hill, and also has an MA in
history from the University of Virginia.

Director of South Carolina Digital Library
Kate Foster Boyd is the Digital Collections Librarian at the University of South Carolina,
and Co-Chair of the PASCAL Digital Collections Committee.

Prior to her current appointment, Ms. Boyd was a Reference Librarian at the University
of South Carolina from 2001-2003. Before moving to South Carolina she spent two
years at the National Digital Library at the Library of Congress in Washington, DC where
she was a Digital Conversion Specialist and helped to create the digital library, Meeting
of Frontiers (http://frontiers.loc.gov).

Ms. Boyd received her M.L.I.S. from the School of Information at the University of
Michigan in 1999 and a B.A. in Art History and French Area Studies from Kenyon
College in 1992.

Assistant to the Director
Christopher G. Vinson is a current student at the University of South Carolina's School of
Library and Information Science with a concentration in digital libraries. He graduated
from Winthrop University in 2006 with a bachelor's degree in English Literature and
Language. During his four years at Winthrop, he worked at Dacus Library in the
Circulation Department, Monographs and Acquisitions, and Serials. He currently works
as a graduate assistant with PASCAL's Digital Library Initiative.

Assistant Director for Low Country
John White has been an archivist in the Special Collections Department of the College of
Charleston and a member of the PASCAL Digital Collections Committee since 2001. In

the Special Collections Department, he is in charge of loading collections to the CONTENTdm server and supervising the scanning of rare materials.

Mr. White received his Ph.D. in History from the University of Florida Gainesville in May 2006. He also received a Masters in History from the College of Charleston in 1999 and a B.S. in Political Science from Bridgewater College in 1996.

Assistant Director for Upstate
Clemson University's new Digital Collections Librarian will be named this fall and will be up to speed on the project by January.

Systems Administrator for the Multi-Site Server and USC's CONTENTdm database
Tony Branch has been the systems administrator for the University of South Carolina Libraries' servers for more than ten years. He has been the application system manager for USC Libraries' CONTENTdm for the past three years.