REPORT AND EVALUATION FORM – PROGRAM YEAR 2007 FUNDS
South Carolina State Library
LSTA – PL 108-81, AS AMENDED

Sub Grant Project Title: **South Carolina Digital Library: Ongoing Statewide Initiative**

I. Sub Grantee *(organization)* Name & Address: **PASCAL, Partnership Among South Carolina Academic Libraries**

1333 Main St., Suite 305, Columbia, SC 29201

Project Administrator: **Kate Boyd**

Telephone Number: **803-777-2249**

E-Mail: **boydkf@gwm.sc.edu**

Fiscal Officer: **Rick Moul**

Telephone Number: **803-734-0910**

E-Mail: **rmoul@pascalsc.org**

II. Check one: **✓** INTERIM Report **OR** ☐ FINAL Report

III. Number of Persons Served: **9.00**

IV. EXPENDITURES

EXPENDITURES	LTSA Funds	State Funds	Local Funds	Other Funds	Total
Personal Services					
Library Materials					
Equipment	13,110.12				13,110.12
Other					
TOTAL	13,110.12				13,110.12

I certify that to the best of my knowledge and belief, the information above is correct and complete and that all expenditures are for purposes set forth in the approved LSTA sub-grant.

Submitted by: (Print Name) **Kate Boyd**

Signature: **Kate L. Boyd**

Title: **Digital Collections Librarian**

Date: **11/29/07**

V. Narrative. An LSTA project evaluation narrative report must accompany this form. See 2007 LSTA Guidelines for instructions.

South Carolina Digital Library: Ongoing Statewide Initiative

PASCAL, Applicant	Kate Boyd, Project Admin.	Rick Moul, Fiscal Officer
1333 Main St. Suite 305	1322 Greene St.	1333 Main St., Suite 305
Columbia, SC 29201	Columbia, SC 29208	Columbia, SC 29205
(803) 734-0900	(803) 777-2249	(803) 734-0910
rmoul@pascalsc.org	boydkf@gwm.sc.edu	rmoul@pascalsc.org

INTERIM REPORT: LSTA SUB-GRANT (FFY 2007)

Persons Benefiting Directly from SC Digital Library
Total of nine includes:
Susan Boyd (Greenville County Library System), Cori Dulmage (Greenville County Library System), Melanie Hanes (USC-Beaufort), Grace Cordial (Beaufort County Public Library), John White (College of Charleston), Dr. White's assistant (College of Charleston), Kate Boyd (USC), Christopher Vinson (PASCAL and USC), Emily Gore (Clemson University)

Expenditures

Equipment:
Workstation (USC):	$2503.03
Workstation (CofC):	$2541.11
Scanners:	$4579.60
Multi-site Server:	$2541.11

Total:	$13110.12

Narrative

A. Summary of Overall Purpose
There are no changes in the South Carolina Digital Library's (SCDL) overall purpose as stated in the original project application narrative.

B. Project Activities
The following details the progress of SCDL's original project objectives:

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

    i. SCDL staff is currently drafting a business plan that details the long-term monetary and institutional sustainability of the program.

    ii. A stakeholders' summit was held on November 14, 2007 at the SC State Museum in Columbia, SC. See **Appendix A** for a list of the attendees and the institutions represented. Dr. Toby Graham, Director of the Digital Library of Georgia, was brought in as a consultant and provided a presentation on the sustainability, strategic planning, and funding options for digitization programs. See **Appendix B** for a more detailed

description of Dr. Graham. The attendees of the summit determined that it is too early in the program to discuss the implementation of a fee structure for participating institutions. The attendees also demonstrated support for the formation of an Executive Board that would handle future funding and sustainability issues for the SCDL. Discussion was also geared towards establishing a parent institution for SCDL. The State Library emerged as the prime candidate. See **Appendix C** for a summary of the summit's outcomes.

iii. Current members of PASCAL's Digital Collections Committee and SCDL's nine task forces have been contacted about the restructuring of those groups into new Working Groups. The chairs of the Working Groups will form an oversight committee to monitor the progress of the individual Working Groups and report its findings to the new Executive Committee. The SCDL is currently attempting to determine the level of interest held by the individuals who were contacted, and whether or not they would be willing to participate in the Working Groups.

iv. Emily Gore, the newly-hired Digital Collections Librarian at Clemson University, has been contacted by SCDL and informed of the program's objectives. Ms. Gore attended the November 14th stakeholders' summit and plans to attend a staff training session in Charleston, SC on December 13th.

2. *Deploy an access database and build the capacity to add objects from other institutions*

   i. The CONTENTdm multi-site server has been purchased by PASCAL. Tony Branch, a systems administrator for USC, has been working to set up the server.

   ii. The CONTENTdm multi-site license contract has been reviewed by USC's legal department and is currently under review by OCLC, the provider of CONTENTdm.

   iii. Equipment needs at the CONTENTdm server and scanning centers have been determined. Two scanners and two workstations, one each for USC and College of Charleston, have been ordered and set up for scanning centers. The functionality of this equipment has been tested and John White from CofC is in the process of hiring an assistant.

   iv. A meeting has been scheduled for December 13, 2007 to meet with John White and Emily Gore, who represent the key institutions Clemson University and College of Charleston that have agreed to participate as scanning and CONTENTdm server centers.

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

    i. SCDL staff has contacted each pilot project liaison: Susan Boyd of Greenville County Library System, Melanie Hanes of USC-Beaufort, Elizabeth West of South Caroliniana Library, and Grace Cordial of Beaufort County Public Library. SCDL staff has discussed and shared examples of how SCDL wants materials delivered (including scanning and metadata requirements).

    ii. Both scanning and metadata guidelines have been written and approved by respective Task Forces. These guidelines are now available on SCDL's home web site.

    iii. John White of CofC met with SCDL staff in Columbia, SC on October 4th to discuss staffing and policies.

    iv. A training session at the College of Charleston has been scheduled for December 13th, 2007 in Charleston, SC. Grace Cordial, Melanie Hanes, Kate Boyd, John White, Emily Gore, and Christopher Vinson will attend this session.

    v. SCDL staff has completed the "Metadata for You and Me" workshops. These workshops were designed to provide guidance for creating metadata that is easily understood, processed, harvested, and used outside of its local environment. SCDL staff learned many new methods on how to create metadata that can be harvested by aggregators such as OAIster, an online union catalog of digital resources. The staff also recognized some of the limitations of using CONTENTdm as a digital asset management system while taking part in these workshops.

    vi. The SCDL home website, http://www.digilibsc.org, has been completed.

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

    i. SCDL staff has promoted the program by attending the annual conferences of three state organizations: SC Library Association (SCLA); SC Archival Association (SCAA); and Palmetto Archives, Libraries, and Museums Council on Preservation (PALMCOP). Kate Boyd, SCDL Project Administrator, gave a presentation on the progress of SCDL at the PALMCOP conference. See **Appendix D** for photographs of the poster.

    ii. Three professional educators have been chosen to develop K-12 lesson plans based around the digital collections that will be available through SCDL. The educators, their institutions, and the collections on which they will base their lesson plans follows:

    a. Paul Ragan – Hammond School (Columbia, SC):
       Phillis Wheatley's *Poems on Various Subjects (1773)*, University
       of South Carolina

    b. Melanie Johnson – Carolina Center for Inquiry (Columbia, SC):
       African-Americans Seen Through the Eyes of the Newsreel
       Cameraman, University of South Carolina

    c. Lisa Fisher – Davis Elementary School of Technology (Cayce,
       SC):
       to be determined.

C. Single Copies of Publicity Materials

See **Appendix D** for photographs of the poster used at the three conferences and the stakeholders' summit.

APPENDIX A

Stakeholders' Summit - Attendee List
November 14, 2007

Guests
Randy Akers – SC Humanities Council
Grace Cordial – Beaufort County Public Library
Alma Creighton – USC Libraries
David Goble - Director, South Carolina State Library
Fritz Hamer – SC State Museum
Dr. Samantha Hastings – Director, USC School of Library and Information Science
Glen Inabinet – Confederation of Local South Carolina History
Beverly James- Greenville County Public Library
Faye Jensen – SC Historical Society
Dr. Lynn Kelley – Academic Affairs, SC Commission on Higher Education
John Kennerly – Erskine College and PASCAL
Jill Koverman – McKissick Museum
Dwight McInvaill – Georgetown County Public Library
Tom McNally – Interim Dean, USC Libraries
Rick Moul – Director, PASCAL
Bob Neville – College of Charleston
Troy Travis – SC Division of the Chief Information Officer
Roy Tryon – SC Department of Archives & History
Kay Wall – Director, Clemson University Libraries
Guynell Williams – South Carolina State Library

SCDL Staff
Kate Boyd – Digital Activities Librarian, USC
Christopher Vinson – Assistant Coordinator, South Carolina Digital Library
Dr. John White – Archivist, College of Charleston
Emily Gore – Digital Collections Librarian, Clemson University

APPENDIX B

Stakeholders' Summit
Consultant Biography

Dr. Toby Graham

Toby Graham has been director of the Digital Library of Georgia since 2003.

Beginning in 1999, he was Head of Special Collections at the McCain Library and Archives at the University of Southern Mississippi.

He earned a Ph.D. in Library and Information Studies and a Masters in History from the University of Alabama, Tuscaloosa. He received a B.S. in Social Science and History from James Madison University.

Toby has written and presented numerous publications and has been a successful grant writer. He has been awarded two National Leadership Grants from the Institute of Museum and Library Services (IMLS): one for almost half a million dollars to fund the collaborative digital effort in Mississippi, and a more recent grant to create the Civil Rights Digital Library Initiative in Georgia for $761,000.

He also helped the Digital Library of Georgia receive an LSTA, or Library Services and Technology Act, grant for Georgia HomePLACE, a multi-year project to enhance access to local and family history resources and to forge partnerships between public libraries and the Digital Library of Georgia. That grant was funded for $800,000.

In 2006, Toby was given the University Librarians Award for Outstanding Employee of the Year for Faculty at the University of Georgia.

APPENDIX C

Stakeholders' Summit
Outcomes

1) Committees
   Much of the discussion at the stakeholders' summit revolved around the creation of some type of steering committee. After much thought and consideration of the ideas brought up by the attendees, it has been determined by SCDL staff that an executive committee needs to be formed, 11-13 members in size, that includes representatives from large and small universities, archives, museums, small cultural institutions, state government, state broadcast agencies, and historical and arts societies. Once a list of potential candidates has been drafted, they will be contacted and invited for a discussion of how to best form the executive committee and possibly develop a draft of committee by-laws. This committee would be responsible for determining what avenues SCDL should follow in terms of acquiring sustainable funding and capacity.
   Reporting to this committee will be an advisory board composed of each Working Group chairperson. The members of this advisory board will elect a spokesperson to report to the executive committee and SCDL staff about the findings of the Working Groups. Creating a hierarchical structure through these committees would lead to greater accountability on the part of the Working Groups and their members.

2) Statewide Survey
   Given the interest by Dr. Samantha Hastings about providing resources to conduct a statewide survey of cultural heritage materials in South Carolina, SCDL will attempt to coordinate with Dr. Hastings, USC's School of Library and Information Science, and Dr. Jennifer Marshall to develop a plan that explores the possibility of conducting this survey with the aid of USC SLIS and graduate students under the direction of Dr. Marshall. While this survey will be useful to determine a collection policy for future projects undertaken by SCDL, current projects and projects that are presented to SCDL staff in the near future should not be put on hold because of the vast amount of time involved in conducting a statewide survey.

3) Working Groups
   Members of the current task forces will be notified that more permanent Working Groups will be established this winter. Those members will be asked if they want to continue their involvement with the Working Groups, and notified of the possibility of a Working Group Advisory Board that reports to the Executive Committee. Some of the current task forces may not evolve into Working Groups since their tasks have been completed this year.

4) Role of State Library
   SCDL staff will continue contact with State Librarian David Goble to determine if it is feasible for the South Carolina Digital Library to be incorporated by the State Library. Other issues of the support and sustainability of SCDL will also be presented to Mr. Goble this winter. The State Library's role in SCDL's K-12 program will also need to be assessed.

APPENDIX D

Photographs of poster used at SCLA, SCAA, and PALMCOP