



Office of the Secretary of State  
Washington State Library

## Washington Rural Heritage 2014 Grant Guidelines

# GRANTS



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## 1. Introduction

### Overview of the Project

The Washington Rural Heritage (WRH) initiative supports rural libraries in the digitization of historically significant materials and makes these digital collections freely available online to patrons and the general public. Primary candidates are those institutions without the knowledge or resources to digitize and provide such items online without outside support. The initiative encourages collaborative efforts between eligible public or tribal libraries and collaborative partners in the community (e.g., museums, genealogy societies, schools, etc.).

The goals of Washington Rural Heritage competitive grant opportunities include:

- A. Build and develop the Washington Rural Heritage digital repository—an aggregate of digital collections from libraries and other institutions in small rural communities across the State of Washington; searchable from one system interface.
- B. Establish and develop specifications and standards to be followed by each participating institution to ensure consistency and quality.
- C. Build local capacity and sustainable digital programs at the local level by providing training to grant recipients in all of the primary activities of digitization.
- D. Encourage public or tribal libraries in small rural communities to take a coordinating role in creating digital community collections and archives.
- E. Provide digital preservation services to grant recipients; preserving the digital objects the recipients create indefinitely.

### Overview of this Grant Cycle

The purpose of this grant cycle is to provide grant funds to rural public or tribal libraries to encourage the development of long-term, sustainable digitization programs through the creation of a digital collection published as part of the Washington Rural Heritage collection. Collaborative partnerships among libraries, museums, schools, and other community organizations are encouraged, though not required.

**It is not required that your library or staff members already have experience in digitization projects. Washington Rural Heritage staff will coordinate or provide training in:**

- **Developing and managing digital projects.**
- **Copyright issues for digital projects.**
- **Digital imaging.**
- **Metadata creation.**
- **The use of digital repository software.**

**If applicable, please show how grant or matching funds will be used to gain training and experience needed for any specialized training specific to your project (e.g., digitization of audio/video, conducting oral history interviews).**

## 2. Library Eligibility

Public libraries or systems that serve a population of 50,000 or less, or individual branches that serve in an area whose population is 50,000 or less, are eligible to submit applications for this grant cycle. Applicants are subject to Library Services and Technology Act (LSTA) eligibility. Public library systems may apply on behalf of individual branches within their system, may act as fiscal agent for grant awards, and may oversee local project management. Native American tribal libraries (as defined in Section 213 of LSTA) within Washington State are also eligible to submit applications for this grant cycle. LSTA eligibility guidelines may be reviewed at: <http://www.sos.wa.gov/library/libraries/grants/eligibility.aspx>.

The following limits shall apply to project applications:

- A. One application per public library or branch library within a regional system. Each branch within a public library system may be considered to be a separate library for the purposes of this grant cycle as long as each branch serves an area whose population is 50,000 or less. In order to distribute available funds as widely as possible, a maximum of two branches from one public library system will be considered for an award. Applying branches must provide signature or proof of authorization from system director or administration. Library systems applying on behalf of individual branches must scope grant proposals at roughly the level of that branch (i.e., digitization of materials focused on a specific community or locale served by that branch library).
- B. One application per tribal library. Applying tribal libraries must provide signature or proof of authorization from an authorized representative of the tribe.
- C. While collaboration between an eligible library and another community organization(s) is encouraged, funds will be distributed to and administered by the public library or tribal library.

## 3. Project Eligibility

This grant cycle is open to applicants either new to, or already participating in, the Washington Rural Heritage initiative.

Please note: Applicants who have not previously been involved with a Washington Rural Heritage grant award will receive an additional 10 points in this year's grant review process. Priority consideration will also be given to those libraries that exhibit a desire to sustain a digitization program and continue digital projects in their library beyond the initial 100 items required from this grant cycle.

All applications submitted must include a commitment to and plan for submitting at least one hundred (100) items to the Washington Rural Heritage collection at the State Library by the end of the grant cycle (August 14, 2015). One cataloged resource (e.g., multipage document, two-sided postcard, photograph, etc.) is counted as one item (books are technically considered one item, but may be counted as one item per each ten [10] pages due to the extra time taken to scan the material). Complex, multi-part digital objects may justify an exception to this rule; in such cases, a method of determining item count should be agreed upon with the WRH project manager. While a minimum of 100 items must be digitized in order to meet grant requirements, awards may be used to fund the digitization of additional items.

**Note:** Projects proposing digitization in excess of 100 items will not receive preferential consideration. Items submitted must follow the digitization specifications and metadata best

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practices outlined by the Washington Rural Heritage initiative (see Section 9). Items will be acquired and served online using CONTENTdm software licensed to and paid for by the Washington State Library (WSL).

Applicants must consider copyright issues with the projects they develop in conjunction with their grant application. The WSL will leave all copyright research and assumption of liability to participating institutions. Upon award of grant, the lead library must sign a contract granting the WSL permission to publish the items online (contract sample available upon request). This may require a memorandum of agreement with collaborative partners so the library has the authority to grant publication permission.

While material being digitized does not need to originate in the collection of the applying library, applicants partnering with other organizations are expected to take a lead role in coordinating and monitoring grant activities. Additionally, libraries (i.e., library staff, contractors, and volunteers) should demonstrate how they will participate in, or contribute to, one or more primary activities of the project (e.g., selection and copyright research, imaging, cataloging, etc.).

Funds may be used by libraries to purchase equipment to:

- Digitize material (e.g., scanners) (see Section 9), or software to optimize digital files (e.g., Photoshop Elements).
- Train staff and volunteers to digitize.
- Research and catalog items.
- Pay salary of staff and contract services to digitize, research, and catalog items.
- Provide outreach to promote digitization activities and completed digital collections.

**Note:** if your library already has scanning or other digital imaging equipment, it is still important that you check the specification sheet to make sure your existing equipment can produce images that follow the digitization specifications (see Section 9).

Grant funding may NOT be used to purchase materials to be digitized, **computers**, food and refreshments, advertising and promotion of libraries in general, indirect costs (overhead), prizes and other incentives, or digitization equipment that does not meet the minimum requirements outlined in Section 7.

Funds may be used to pay staff salaries and benefits, and contract services for project activities. However, since grant funds cannot take the place of previously budgeted local funding, regularly scheduled staff hours are not eligible for reimbursement. Backfill, overtime, and temporary or contracted project employees are eligible for reimbursement. Detailed timesheets are required when claiming reimbursement.

For more guidance view the “Allowable Costs” section of WSL’s Grant Management Information page: <http://www.sos.wa.gov/library/libraries/grants/grantees.aspx>.

## 4. Funding Available

Overall funding to support this grant cycle is \$50,000. This grant cycle has a limit of \$10,000 per application. It is anticipated that five (5) or more applicants may receive awards. Awards will be

made contingent upon receipt of federal funds and distribution of those funds by the Washington State Library, a division of the Office of the Secretary of State.

## 5. Timeframe

The following timeline has been developed for the purpose of providing information about this grant cycle and to assist applicants in developing appropriate projects and applications.

### Tentative Dates

- **Friday, February 28, 2014** — Tentative date grant cycle opens
- **Friday, May 9, 2014** — Application deadline; applications postmarked or delivered *after* this date will not be accepted
- **May 12 – June 20, 2014** — Application review by committee
- **June 23 – 27, 2014** —The Secretary of State and the State Librarian review and approve committee's recommendations
- **June 30 – July 3, 2014** — Anticipated timeline for grant award announcement; all applicants notified by letter, and contract development begins
- **August 15, 2014** — Anticipated date that all contracts are fully executed and that project implementation can begin
- **Project period** — From date contract fully executed through Friday, August 14, 2015
- **Friday, August 14, 2015** — Date project activity must end; at least 100 items and their accompanying metadata must be submitted to the Washington Rural Heritage project manager
- **Wednesday, September 30, 2015** — Final Narrative Report and final reimbursement claim due

## 6. Application Process

- A. Review the grant cycle materials at <http://www.sos.wa.gov/library/libraries/grants/grants.aspx>. The grant cycle opens on **Friday, February 28, 2014**.

An announcement of the grant cycle is sent via e-mail to public and tribal libraries, (various email lists including WSL Updates, previous Washington Rural Heritage project managers, and Washington Library Association) and to those who have requested to be notified of this grant cycle.

Application guidelines, forms, and other materials may be obtained by visiting the WSL Web site and printing appropriate Web pages or downloading the Word or PDF files. Materials may also be obtained by contacting the LSTA Grants Manger as noted at the end of these guidelines.

- B. Review the criteria contained within the application to determine eligibility to apply.
- C. Complete the application form; reply to **all** questions. Secure all required signatures.
- D. Respond to the criteria, checking either 'yes' or 'no' for each item.

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- E. General questions regarding the application process may be obtained by contacting the LSTA Grants Manager by e-mail or phone. Staffing limitations preclude review and comment on draft applications. However, WRH staff is available by phone or email to answer questions from potential applicants. Staff can help determine if they should proceed with or adjust their proposal or budget before they expend the resources necessary to fully plan the project and prepare a full grant application. Contact information can be found in Section 11.
- F. Submit applications to the Washington State Library **postmarked by Friday, May 9, 2014 or hand delivered by 4:00 p.m. on Friday, May 9, 2014**. Faxed applications are **NOT** acceptable for this funding request.

***An application consists of three components:***

1. A single-sided, signed original of the official 2014 WRH application, clearly identified as the original;
2. A paper copy of the original, clearly identified as a copy; **and**
3. An electronic copy in Word or rich text format (on a Universal Serial Bus [USB] drive or Compact Disc [CD]); or sent as an email attachment to [jeff.martin@sos.wa.gov](mailto:jeff.martin@sos.wa.gov) (signatures are not required on the electronic copy).

Submit application materials to:

***By Mail***

*LSTA Grants Program  
Washington State Library  
PO Box 42460  
Olympia, WA 98504-2460*

***By Hand or Delivered***

*LSTA Grants Program  
Washington State Library  
6880 Capitol Blvd SE  
Tumwater, WA 98501-5513*

- G. A fully completed and signed application received in the mail or hand delivered by the application deadline will be accepted for the purposes of review and ranking. Submit one complete application per envelope. If you are applying for multiple grants, send each separately. This will ensure that there is no confusion during the review process and each application will receive due consideration.
- H. A review committee selected by WSL will review the applications for eligibility. If eligible requests exceed available funding, awards will be based on application scoring. The review committee will forward recommendations to the State Librarian and the Secretary of State for final consideration and approval. WSL may contact the applicant for clarification of information.
- I. Library systems may submit no more than two (2) applications, not to exceed one (1) application per branch or on behalf of one (1) branch, this allows funds to be distributed as widely as possible. If more than two (2) applications are received, WSL reserves the right to determine which applications are eligible for consideration.
- J. After award of funding, a letter of notification will be sent to all applicants. Contracts will then be established with those receiving awards. Reimbursable project costs may not be incurred until contracts are fully signed (*executed*) by both the Office of the Secretary of State (Washington State Library) and the award recipient. Costs incurred prior to contract execution are not reimbursable.

- K. The final twenty percent (20%) of the award amount will be held until all contract conditions have been satisfied. If 100 items are not submitted to the Washington Rural Heritage project by August 14, 2015, that amount will not be reimbursed.

## 7. Requirements

- A. Libraries are sometimes granted funds contingent upon fulfilling one or more requirements prior to project implementation. Libraries must meet those contingencies prior to contract execution.
- B. Libraries must expend local money first and then claim reimbursement. Funds will not be distributed in advance of activities and purchases taking place. Funds will only be distributed on a reimbursement basis.
- C. Funds requested for the proposed project must not take the place of previously budgeted local funding.
- D. Applicant/sub-grantee overhead expenses and administrative costs are not eligible for LSTA reimbursement. They may be used as match for the proposed project.
- E. The purchase of all equipment costing over \$5,000, made in whole or in part with grant funding, requires prior written approval from WSL. Purchases made in advance of receiving written approval are not reimbursable.
- F. Items included under "Other Funding" and used as match or in-kind contributions may be monitored during project implementation. Documentation of these expenses will be required.
- G. Applicants must commit to compliance with grant administration requirements. The lead applicant library must also act as fiscal agent for awarded contracts.
- H. Quarterly Reports showing project progress and a Final Report providing a complete summary of the project and of all grant activities will be submitted to WSL according to the schedule provided in the contract document.
- I. Reimbursement claims will be made on forms provided by WSL according to the schedule provided in the contract document. Documentation of expenses will be required.
- J. Children's Internet Protection Act (CIPA):  
Because grant funds in this grant cycle may not be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet, submission of a CIPA form is **not required**.
- K. The Washington State Library and the Institute of Museum and Library Services (IMLS) must be acknowledged as providing LSTA funding to support the project in all project-related public events, press releases, printed materials, and Web sites.
- L. All projects and activities must be completed and funds expended by August 14, 2015. Applicants proposing projects that will use LSTA grant funding beyond August 14, 2015, will not be considered for this grant cycle.

## 8. Assurances

The Washington State Library and the Sub-Grantee agree that all activity pursuant to a Grant Agreement will be in accordance with all applicable, current, or future federal, state, and local laws, rules, and regulations. Specifically, this includes laws, rules, and regulations such as:

- A. 45 Code of Federal Regulations (CFR) Part 1168, New Restrictions on Lobbying;
- B. 45 Code of Federal Regulations (CFR) Part 1180.44, Nondiscrimination;
- C. 45 Code of Federal Regulations (CFR) Part 1183, Uniform Administrative Requirements for Grants and Cooperative Agreements;
- D. 45 Code of Federal Regulations (CFR) Part 1185, Government Wide Debarment and Suspension (Nonprocurement) and Government Wide Requirements for Drug-Free Workplace (Grants);
- E. 2 Code of Federal Regulations (CFR) Part 175, Award Term for Trafficking in Persons;
- F. Office of Management and Budget (OMB) Circular A-21 Revised, Cost Principles for Educational Institutions (now codified as 2 CFR Part 220);
- G. Office of Management and Budget (OMB) Circular A-87 Revised, Cost Principles for State, Local and Indian Tribal Governments (now codified as 2 CFR Part 225);
- H. Office of Management and Budget (OMB) Circular A-122, Cost Principles for Non-Profit Organizations (now codified as 2 CFR Part 230); and
- I. Office of Management and Budget (OMB) Circular A-133 Revised, Audits of States, Local Governments, and Non-Profit Organizations.

### Code of Federal Regulations (CFR)

The CFRs can be inspected by accessing the following URL for the Electronic Code of Federal Regulations: <http://ecfr.gpoaccess.gov/cqi/t/text/text-idx?c=ecfr&tpl=%2Findex.tpl>.

- On this page is a drop-down box under “Browse”. To inspect 45 CFR Part 1183, select Title 45 – Public Welfare from the drop-down box and click on the “Go” button. A search list is returned that includes specific parts, chapters, and volumes of 45 CFR.
- If you are interested in inspecting 45 CFR Part 1183 or another part of this Title listed below, scroll to and click on the part labeled 1100-1199, National Foundation on the Arts and the Humanities.
- You will find one item titled 1183 under Subchapter E – Institute of Museum and Library Services. Click on this link for access to all sections of PART 1183—UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS. This item contains the full text of this title in html format. Use this same technique to find other parts of this title.
- If you are interested in just a part of this overall title and you know the name for the specific section, such as Copyrights, scroll to the title for that section.

The Code of Federal Regulations 45 CFR Part 1185 provides that an individual, corporation, unit of government or other entity that is debarred or suspended shall be excluded from Federal financial or non-financial assistance and benefits under Federal programs and activities.

## Office of Management and Budget (OMB) Circulars

The following OMB Circulars can be inspected by accessing the following URL: <http://www.whitehouse.gov/omb/grants/index.html> Click on "Circulars". The specific circular of interest can then be selected.

OMB Circular A-21 establishes principles for determining costs applicable to grants, contracts, and other agreements with educational institutions.

OMB Circular A-87 establishes principles and standards for determining costs for Federal awards carried out through grants, cost reimbursement contracts, and other agreements with State and local governments and federally-recognized Indian tribal governments (governmental units).

OMB Circular A-122 establishes principles for determining costs of grants, contracts and other agreements with non-profit organizations.

OMB Circular A-133 is issued pursuant to the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156. It sets forth standards for obtaining consistency and uniformity among federal agencies for the audit of states, local governments, and non-profit organizations expending federal awards.

### Other Requirements:

If the Sub-Grantee includes a construction component as part of the overall project even if this component is not funded by federal funds, the following shall also apply and includes laws, rules, and regulations that are the provisions of 45 CFR 1183.36(i); including but not limited to:

- A. Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), and section 508 of the Clean Water Act (33 U.S.C. part 15). Note: Applies to contracts, subcontracts, and sub-grants of amounts in excess of \$100,000.
- B. Mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163).
- C. Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). Note: Applies to all contracts, grants, and sub-grants for construction or repair.
- D. Compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) as supplemented by Department of Labor regulations (29 CFR part 5). Note: Applies to construction contracts in excess of \$2,000 awarded grantees and sub-grantees when required by Federal Grant Program legislation.
- E. Compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5). Note: Applies to construction contracts awarded grantees and sub-grantees in excess of \$2,000, and in excess of \$2,500 for other contracts which involve employment of mechanics or laborers.

## 9. Additional Information

Reference to any specific commercial products, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the Washington State Library (WSL).

### Equipment Specification Sheet

For many projects, a quality, color flatbed or film scanner along with image optimization software (e.g., Adobe Photoshop Elements) is needed to produce, optimize, and submit high quality image files for most material types. A high-end digital camera or overhead scanner is necessary for projects that aim to digitize large-format items, a high volume of books, or three dimensional (3-D) objects. Such a system can cost upward of \$20,000. The 2014 Washington Rural Heritage grant cycle could supplement the cost of such a system. If your project requires such a system, consider your options carefully. You may also contract out this work, find matching local funds, or select material that does not require such specialized equipment.

Unless you have a lot of audio or video that needs to be digitized (beyond the 100 items required for this project), we suggest you outsource the digitization of audio or video.

As always, the equipment you need for your project will depend upon the format, size, and type of the items you plan to digitize. Please consult the digitization specifications requirement table below for some general item types and recommended resolution parameters.

#### **Flatbed scanner minimum specifications:**

**Capture Software:** Must give the operator the control to set white and black points and turn off automatic sharpening. You may also consider purchasing software, such as Adobe Photoshop Elements, used to optimize the images for printing and Web publication.

**Optical Resolution:** Minimum of 2400 pixels per inch (ppi) optical resolution uninterpolated. However, consider buying a scanner with the highest optical resolution you can afford. 2400 ppi is enough to cover most text, photo and some film sizes but is on the low side as far as optical resolution is concerned.

**Size:** This depends upon what you plan on scanning but again consider buying a scanner with the largest scan size you can afford. You'll want to leave at least a quarter of an inch around the original during capture (more if you plan to use a color bar). Most flatbed scanners offer bed sizes between 8" x 12" and 12" x 17".

**Bit Depth:** Equipment should be able to capture at least 1 bit (black and white), 16-bit (grayscale), and 48-bit (color). Most flatbed scanners can capture 36 to 48-bit or higher.

**Dynamic Range:** Dmax (maximum value of Density) of 3.5 as a minimum. Again, consider buying a scanner with the highest dynamic range you can afford.

**Transparency Adapter:** If your project includes transmitted light materials (e.g., film, glass plate negatives, or slide positives) you'll need a transparency adapter (i.e., back-lit lid or film tray). If there is a lot of film you may consider a film scanner.

As a frame of reference, scanners used by Washington Rural Heritage staff include the [Epson Perfection V750-M PRO](#) and the [Epson Expression 10000XL](#).

### Digitization Recommendations and Minimum Requirements

Digital imaging for Washington Rural Heritage is based on Federal Agencies Digitization Guidelines Initiative's *Technical Guidelines for Digitizing Cultural Heritage Materials*, which can be accessed at <http://www.digitizationguidelines.gov/guidelines/digitize-technical.html>. Please

submit tagged image file format (.tiff) master files and optimized full-resolution Joint Photographic Experts Group (.jpeg) files to WRH staff on an external hard drive or digital versatile disc (DVD).

Audio digitization requirements follow the Colorado Digitization Program (CDP) Digital Audio Best Practices Version 2.1, <https://www.lyrasis.org/LYRISIS%20Digital/Pages/Preservation%20Services/Resources%20and%20Publications/Digital%20Toolbox/Best-Practices.aspx>. Please submit WAV master files and edited mp3s to WRH staff on external hard drive or DVD.

**Below is a simplified table for your reference.**

<b>Format type</b>	<b>Recommended parameters</b>	<b>Minimum parameters</b>
Audio	Sample rate: 44.1 kHz Bit depth: 24 bits	Sample rate: 44.1 kHz Bit depth: 16 bits
Textual documents (including black and white text, graphic illustrations, artwork originals, maps, plans, other oversized documents)	4000-6000 pixels across the long edge (e.g., a clean, high contrast 8.5 x 11" document would need to be scanned at 400 – 600 ppi)	3000 pixels across the long edge (e.g., a clean, high contrast 8.5 x 11" document would need to be scanned 300 ppi)
Photo Negatives <ul style="list-style-type: none"> <li>• small negatives (35 mm and up to 4"x5")</li> <li>• 4"x5" and up to 8"x10"</li> <li>• 8"x10" and up</li> </ul>	<ul style="list-style-type: none"> <li>• 4000 pixels across the long edge (e.g., 35 mm would need to be scanned at approx 2800 ppi)</li> <li>• 6000 ppi</li> <li>• 8000 ppi</li> </ul>	3000 pixels across the long edge (e.g., 35 mm would need to be scanned at approx 2100 ppi)
Photographic prints <ul style="list-style-type: none"> <li>• Up to 8"x10"</li> <li>• 8"x10" to 11"x14"</li> <li>• 11"x14" and up</li> </ul>	<ul style="list-style-type: none"> <li>• 4000 pixels across the long edge (e.g., 3.5x5" would be scanned at 800 ppi)</li> <li>• 6000 ppi</li> <li>• 8000 ppi</li> </ul>	3000 pixels across the long edge (e.g., 3.5x5" would be scanned at 600 ppi)
Objects and artifacts <ul style="list-style-type: none"> <li>• 35 mm equiv</li> <li>• medium format equiv</li> <li>• large format equiv</li> </ul>	<ul style="list-style-type: none"> <li>• pixel array of 4,500 pixels by 3,100 pixels (14 megapixels, equivalent to 300 ppi at 15" by 10.3").</li> <li>• Pixel array of 5,200 pixels by 4,200 pixels (22 megapixels, equivalent to 300 ppi at 17.3" by 14")</li> <li>• Pixel array up to 16,000 pixels by 12,500 pixels (200 megapixels, equivalent to 300 ppi at 53.3" by 41.7")</li> </ul>	<ul style="list-style-type: none"> <li>• pixel array of 3,000 pixels by 2,000 pixels (6 megapixels, equivalent to 300 ppi at 10" by 6.7")</li> <li>• pixel array of 4,000 pixels by 3,000 pixels (12 megapixels, equivalent to 300 ppi at 13.3" by 10")</li> <li>• pixel array of 4,800 pixels by 3,700 pixels (18 megapixels, equivalent to 300 ppi at 16" by 12.5")</li> </ul>

Note: To determine scanning resolution, divide the recommended pixels per inch (ppi) parameter by the number of inches across the long edge of the item being scanned. For example: Divide 6000 ppi by 10 in. for an 8 x 10 in. photographic print. This means the photo should be scanned at 600 ppi. For those items that do not divide evenly, round up and scan at the next highest ppi setting on your scanner.

## Metadata Guidelines Table

Below are the general metadata elements required by Washington Rural Heritage. These elements are available in the CONTENTdm system. This information *mostly* follows OCLC's *Best Practices for CONTENTdm and other OAI-PMH compliant repositories: creating shareable metadata*, Version 3.1,

<http://www.oclc.org/content/dam/support/wcdigitalcollectiongateway/MetadataBestPractices.pdf>.

Exceptions and local implementations are shown below and documented in the Washington Rural Heritage Metadata Supplement.

Metadata elements	Mandatory	Format or controlled vocabulary
Resource identifier	Yes	Consult WRH local documentation
Title	Yes	Consult WRH local documentation
Title (alternative)	No	Consult WRH local documentation
Creator	Yes (if known)	Library of Congress (LOC) authority; consult WRH local documentation
Contributor	No	LOC authority; consult WRH local documentation
Subject	Yes	Library of Congress Thesaurus for Graphic Materials (LCTGM)
Topic	Yes	WRH controlled vocabulary
Location (subject)	Yes	Getty TGN
Location (coordinates)	No	Geographic Names Information System (GNIS)
Name(s) (subject)	No	LOC authority; consult WRH local documentation
Description	Yes	Consult WRH local documentation
Publisher (original)	No	Consult WRH local documentation
Publisher (digital)	Yes	<i>Washington State Library</i>
Date (original)	Yes (if known)	YYYY-MM-DD; consult WRH local documentation
Date (hidden)	Yes (if known)	YYYY-MM-DD; consult WRH local documentation
Date (digital)	Yes	YYYY-MM-DD; entered by WRH staff
Decade	Yes (if known)	WRH controlled vocabulary
Type	Yes	Dublin Core Metadata Initiative (DCMI) Type vocabulary
Language	No	International Organization for Standardization (ISO)-639-2
Related item(s)	No	Consult WRH local documentation
Contributing Institution	Yes	Consult WRH local documentation
Collection	Yes	Consult WRH local documentation
Digital Repository	Yes	<i>Washington Rural Heritage</i>
Access file format	Yes	Internet Assigned Numbers Authority: Internet Media Type terms
Access file requires	No	Consult WRH local documentation
Access file specifications	No	Entered by WRH staff
Digitization Specifications	Yes	Entered by WRH staff
Source item specs	Yes	Consult WRH local documentation
Notes	No	Consult WRH local documentation

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Rights and use	Yes	Uniform resource locator (URL)
Project	Yes	Consult WRH local documentation
Archival file location	Yes	Entered by WRH staff
Transcript	No	Full-text of item (typed or optical character recognition [OCR] output)

**Sample Work Plan**

The following sample work plan has been provided to assist applicants who may be new to digitization projects and not familiar with primary activities involved or reasonable completion periods for a typical year-long project. Your work plan may include additional activities, more or fewer persons responsible, and may depart from this timeline based on local plans for your specific project.

<b>Activity</b>	<b>Expected Start Date</b>	<b>Expected Completion Date</b>	<b>Person(s) Responsible</b>
Identify and perform preliminary selection of materials for digitization.	September 2014	October 2014	Jane Smith, Community Librarian, Joe Brown, Museum Curator
Purchase equipment and supplies (scanner, external hard drive, etc.)	September 2014	November 2014	Jane Smith
Vet copyright on selected materials: document research, obtain necessary permissions, etc.	October 2014	December 2014/ongoing	Jane Smith
Train project staff on imaging equipment: scanning procedures and workflow.	December 2014	December 2014	Jane Smith
Write and submit first quarterly report, and submit reimbursement claim.	January 2015	January 2015	Jane Smith
Scan selected materials.	January 2015	March 2015	Jane Smith, project staff (tbd)
Perform image editing and optimization for web display.	March 2015	March 2015	Jane Smith, project staff
Work with WRH staff to load images to CONTENTdm Project Client software.	April 2015	April 2015	Jane Smith, project staff
Write and submit second quarterly report, and submit reimbursement claim.	April 2015	April 2015	Jane Smith
Catalog materials using CONTENTdm Project Client	April 2015	July 2015	Joe Brown, project staff, local volunteers
Write and submit third quarterly report, and submit reimbursement claim.	June 2015	July 2015	Jane Smith
Plan and work on promotional materials and events.	July 2015	August 2015	Jane Smith, library management & communications
Upload cataloged items to WSL server. Perform edits and corrections.	July 2015	August 14, 2015	Project staff
Project ends; all activities cease.		August 14, 2015	All project staff

Write final narrative report [time not eligible for grant funding] and submit final reimbursement claim.	August 2015	September 30, 2015	Jane Smith
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## 10. Frequently Asked Questions

### Grant Application & Eligibility

**1. We have a question about the grant or the grant application.**

If you cannot find the answer to your question in the Grant Application Guidelines, please contact Evan Robb ([evan.robbsos.wa.gov](mailto:evan.robbsos.wa.gov)), (360) 704-5228; or Jeff Martin ([jeff.martinsos.wa.gov](mailto:jeff.martinsos.wa.gov)), (360) 704-5246.

**2. What is the main purpose for the Washington Rural Heritage Grants?**

To provide grant funds to small rural public libraries to encourage the development of long-term, sustainable digitization programs through the creation of digital collections published as part of [www.washingtonruralheritage.org](http://www.washingtonruralheritage.org).

**3. We previously received a Washington Rural Heritage grant award. May we apply again?**

Yes, you may apply again. Recognize that applicants who have not previously been involved with a Washington Rural Heritage grant award as either a lead applicant or a partner will receive 10 additional points in this year's grant review process.

**4. What types of digitized materials are suitable for a Washington Rural Heritage collection?**

Some of the typical items already contributed to Washington Rural Heritage include old photos, postcards, scrapbooks, diaries, maps, ephemera, short audio and video clips, and three-dimensional objects. Washington Rural Heritage collections should:

- Specifically reflect cultural and historical aspects of Washington State.
- Tell the "story" of their community.
- Benefit their institutions and communities as digitized resources due to improved preservation and access.

While the term "rural" can be variously defined, the scope of the Washington Rural Heritage collection is centered around:

- Native peoples.
- Pioneering and homesteading.
- Agriculture (farming, animal husbandry, etc.).
- Natural resource industries (fishing, timber extraction, mining, etc.).
- Industrial development of rural areas (railroad building, dam and bridge construction, irrigation projects, etc.).
- Recreation in rural settings (hunting and fishing, etc).

- Early town life in small.
- Rural communities.
- Founding/significant figures and families of small, rural communities.
- Significant architectural and geographic features of small, rural communities.

**5. *May grant funds be used to purchase original historic documents, photos, or other materials for digitization?***

No. If items to be digitized need to be purchased, other funds must be used.

**6. *May grant funds be used to digitize or create new materials and resources?***

Yes. However, the primary focus of this initiative is to digitize original, *existing* documents or resources. For example, original photographic prints and paper documents should always be digitized rather than reprints or copies. Recently created or contemporary documents may be suitable if they: 1) do not constitute the bulk of a proposed collection; and 2) add context to older material in the same collection (e.g., demonstrate the progression of an agricultural process; document a historic structure over time, etc.)

Creation of new documents or resources (e.g., interviews, oral history recordings) is an allowable grant activity. These materials or resources should complement original materials, and should not constitute the bulk of a proposed project.

Note: Additional training and equipment may be required to successfully create new resources such as oral histories. Your grant application should adequately describe how you plan to address these requirements. If your library would like to collect or create new materials for inclusion in the Washington Rural Heritage collection, please contact Evan Robb at [evan.robbsos.wa.gov](mailto:evan.robbsos.wa.gov) or 360.704-5228.

**7. *Why is this grant titled for 2014?***

This grant cycle is supported by federal fiscal year 2014 LSTA funding.

**8. *Do libraries have to partner with another institution?***

No. However, libraries that have partnered with local heritage organizations for the project report that their final digital collections provide a broader, more comprehensive view of community history.

**9. *Can a museum or other organization from the community take the lead in the project or apply without a library partnership?***

No. An eligible public or tribal library must be the contracting authority and fiscal agent, as fund reimbursement will be administered through the public or tribal library. For definitions of library eligibility, please see the "Applying for a Grant" page on the Washington State Library website:  
<http://www.sos.wa.gov/library/libraries/grants/applicants.aspx>

**10. *Does this mean that the public or tribal library can simply act as contracting authority and fiscal agent?***

No. The library must take a lead in the coordination and monitoring of the project. Additionally, the library must be active in one or more primary activities involved

in the completion of the project (e.g., selection and copyright research, imaging, cataloging, etc.). However, it is possible that a significant portion of the work is performed by a partnering organization or contractor.

One of the goals of this project is to create long-term sustainable digitization programs within the library. Active involvement in the project is needed to build capacity within library staff such that they have sufficient knowledge and skills to continue the project over time.

**11. *Is Children’s Internet Protection Act (CIPA) compliance required to apply for this grant?***

No. CIPA compliance is required only if LSTA funds are to be used to purchase computers to access the Internet or pay for the direct costs of accessing the Internet. Washington Rural Heritage grant funds cannot be used for computers or other technology used to access the Internet, or pay for access to the Internet.

**12. *Washington Rural Heritage project staff is planning or has performed onsite digitization at our institution. Are we eligible for a separate grant?***

Yes. Project eligibility for a 2014 sub-grant is not affected by whether your library is already working with the State Library and submitting items to the Washington Rural Heritage collection. However, this grant should be applied to the digitization of items not previously digitized.

**13. *How do we determine if digitization and publication of items online violates copyright?***

It is the responsibility of the participating library and organizations to research and document the copyright status of the items they plan to digitize. Washington State Library staff provide WRH sub-grantees with an annual workshop focusing on copyright issues for digitization projects. Items submitted to the Washington Rural Heritage collection cannot violate copyright.

**14. *Do we have to sign over copyright to the State Library if I have items in the Washington Rural Heritage collection?***

No. Copyright will stay with the creator or owner. However, a contract permitting the State Library to publish the items online will need to be granted by the contracting library. In turn, your library may need to obtain such permissions from creators or owning organizations. A sample contract can be provided upon request.

**15. *Does the lead library have to sign a contract with the State Library?***

Yes. In order to ensure proper rights and permissions, the lead library will have to sign a contract with the State Library granting permission to digitally publish and preserve items. This may mean the library needs to first gain permission from copyright owners and owning institutions.

**16. *Do our collaborative partners have to sign a “Letter of Agreement”?***

No. However, the State Library **strongly encourages** a “Letter of Agreement” (LOA) or other contractual document be signed between the collaborative partners. A template LOA can be provided upon request. This document may be customized to fit the needs of all collaborative partners.

## **Project Administration & Management**

### ***17. Who is the Project Manager and what are their responsibilities?***

The Project Manager coordinates the activities and communication between the State Library, other members of the grant project, and the grant project's fiscal agent. As the Project Manager is the primary person the State Library will contact, there should be only **one** Project Manager identified as such on the application. This person is responsible for the preparation and submission of quarterly and final reports, communicating deadlines and other tasks to collaborative partners, and for the work being completed. The Project Manager is also responsible for notifying the State Library of any changes to their contracting authority, fiscal agent, or their own position as Project Manager.

### ***18. Who is the Contracting Authority?***

The Contracting Authority is the person who has the authority to bind his or her library to a legal contract. In public libraries, library districts and systems, it may be a local government department head or the library/system director. In tribal libraries, it may be another individual.

### ***19. What is the lead library and what are their responsibilities?***

The lead library is an eligible public or tribal library with contracting authority. The library's fiscal agent administers fund reimbursement. The lead library will submit the grant application on behalf of the collaborative group and is responsible to make sure this work is finished and submitted.

### ***20. Who are the collaborative partners and what are they responsible for?***

This is up to your library and the collaborative group. It is possible that the majority of the work (selection, metadata, and copyright research) be performed by your partner(s). However, **it is the responsibility of the lead library to make sure this work is finished and submitted.** The State Library encourages collaborative partners sign a "Letter of Agreement" or other type of contractual document.

### ***21. What are the responsibilities of the Fiscal Agent?***

The Fiscal Agent is the person who pays the bills and maintains the financial records for the lead library with which we will establish a contract. That person may be termed the business manager, the accountant, or something else. The fiscal agent must be from the same organization as the Contracting Authority. Foundations cannot act as fiscal agent.

### ***22. Our library district requires us to furnish it with a Catalog of Federal Domestic Assistance number (CFDA #) whenever we apply for a grant. What is the CFDA # for this grant?***

The CFDA # is 45.310 (for the State Library program, Office of Library Services, Institute of Museum and Library Services, National Foundation on the Arts and the Humanities).

### ***23. We would like to be reimbursed for our indirect, administrative, and overhead costs. Are these costs eligible for reimbursement?***

No. The Requirements section of the grant guidelines specifically notes that these costs are not eligible for reimbursement.

### ***24. We would like to offer prizes or incentives to our patrons. Is that allowable?***

Prizes and incentives are not allowable costs. See OMB Circular A-87: [http://www.whitehouse.gov/sites/default/files/omb/assets/agencyinformation\\_circulars\\_pdf/a87\\_2004.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/agencyinformation_circulars_pdf/a87_2004.pdf). However, educational items, such as bookmarks which specifically support the project are allowable costs. One solution is to seek out other funding sources for prizes and incentives, such as local businesses, library friends groups, or foundations.

**25. We would like to offer food or refreshments at our events. Is that allowable?**

Food or refreshments are not allowable costs. See OMB Circular A-87: [http://www.whitehouse.gov/sites/default/files/omb/assets/agencyinformation\\_circulars\\_pdf/a87\\_2004.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/agencyinformation_circulars_pdf/a87_2004.pdf). One solution is to seek out other funding sources for prizes and incentives, such as local businesses, library friends groups, or foundations.

**26. If we receive a sub-grant, when may we start spending the grant money?**

Once the contract is fully executed (signed by both parties), costs can be incurred. Libraries must expend local money first and then claim reimbursement. Funds will not be distributed in advance of activities and purchases taking place. Funds will only be distributed on a reimbursement basis. **Please note: costs incurred prior to contract execution are not reimbursable.**

**27. When will our contract be signed and in place?**

Once awards are announced, expect that contract establishment will take several weeks to develop, route for review, and obtain signatures needed for contract execution. The Project Manager will be notified by email when the contract has been fully executed and costs can be incurred.

## 11. Contact Information

- Web site for grant information: <http://www.sos.wa.gov/library/libraries/grants/grants.aspx>
- Evan Robb, Project Manager – Washington Rural Heritage, 360.704.5228, [evan.robb@sos.wa.gov](mailto:evan.robb@sos.wa.gov)
- Jeff Martin, LSTA Grants Manager, 360.704.5246, [jeff.martin@sos.wa.gov](mailto:jeff.martin@sos.wa.gov)