

Nebraska State
Records Board
440 So. 8th, Suite 210
Lincoln, NE 68508

John Gale
Chairman
(402) 471-2745



**APPLICATION FOR STATE RECORDS BOARD GRANT
TO IMPROVE ACCESS TO PUBLIC INFORMATION
(State Agency Grant Application)**

State Agencies desiring grants from the Nebraska State Records Board for projects to improve access to state government information should complete this application and follow any procedures outlined in this application and any accompanying materials.

I. Grant Summary

1. Name of agency applying for grant Nebraska Supreme Court

2. Title of project Automation for the Nebraska State Library

3. Brief Description of Project

This project is to both automate and make Internet-accessible the Nebraska State Library's holdings and collection. Currently, these holdings are maintained in a manual card catalogue system, and are not available to the public through computer access nor through the internet.

3. Grant request amount \$24,475.00

4. Will there be a fee for accessing records associated with this project? No

5. If yes, provide any statutory reference or authorization for the fee _____

II. Grant Detail

1. Please describe the project in detail (you may attach this description)

We plan to automate the holdings of the Nebraska State Library, and make those available to both State of Nebraska office holders and employees as well as the public by accessing the catalogue through the Internet and by use of a dedicated cataloguing computer at the Nebraska State Library environs. The total cost of this project is \$24,475 (see attachment 1 for the budget). We have acquired two bids from reputable library automation companies for this project. The project will include transferring library holdings and records from both hard copy cataloguing system and MARC records into the automation cataloguing software; rental of space on the company's automation server; acquiring and programming two dedicated computers for cataloguing - one for the Library Director and one for the public; and training of the Library Director on the automation software at the company's headquarters. The Library will own the records; the company will maintain the records through the Library's computer system. Library records since 1999 have been made computer readable, so significant staff time will be dedicated to making all holdings acquired prior to that time computer readable.

2. Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service

The project's beneficiaries include State of Nebraska office holders, such as the Nebraska Supreme Court Justices, the Judges of the Court of Appeals, District and County Court Judges, the Governor, the Legislature, all other state employees; members of the Bar Association; and the general public. Projected activity is estimated to begin with 100 Internet "hits" per month and increasing each month over time and daily use of the automated computer card catalogue.

3. Timeline for implementation (specific completion date must be provided, grant funds

lapse if not expended prior to completion date).

The estimated timeline for implementation is March 31, 2009.

4. Agency contribution to project (labor, equipment etc.)

Library staff will continue to commit significant personnel hours to the tasks of implementation, including making the Library holdings and records computer readable; scanning and integrating hard copy records into the automation software; data entry. Staff of the State Court Administrator's Office is committed to hours and labor to coordinate the implementation of the project.

5. Has this project ever been submitted as a budget request (explain)?

The need for automation of the Nebraska State Library has been included in budget discussions with the Nebraska Supreme Court; however, limited legislative funding has perennially kept this budget item off the funded list.

6. Does the project require additional statutory authority (explain)?

Yes, approval is required from the Nebraska State Library's board of directors, who by Neb.Rev.Stat. Section 51-103 are the Justices of the Nebraska Supreme Court. Approval has been granted.

7. Why is the grant money needed for the project, and, if applicable, how will the service be sustained once the grant money is expended?

With the tight budget of the State, the grant funds are the best source for the Nebraska State Library's automation goal. This is essential in order to enhance the knowledge and use of the Library's vast holdings and collection. Ongoing costs of server rental and record maintenance will be included in the Library's annual budget.

8. Please describe how this project will enhance the delivery of state agency services or access to those services (you may attach a separate sheet if needed)

All state agencies will have access to the holding of the Nebraska State Library from their own office computers. This would be especially helpful, not only to the Justices of the Supreme Court, but the Attorney General's Office, attorneys and members of the legal divisions of state agencies whose offices are not in the Capitol. They will have access to research the Library's holdings without leaving their office. This will be a time saver to all individuals, and will provide 24-hour access to these records.

9. Please describe how this project will 1) Improve the efficiency of agency operations; 2) Facilitate collaboration among state agencies; 3) Facilitate collaboration between state agencies and other public institutions; Support public/private partnerships in the delivery of public services (you may respond to any or all of these criteria in your answer, attach additional pages if needed)

1) Automating the Library's collection will greatly improve the efficiency of Library staff. When cataloguing, incoming material cards will not have to be hand-typed and filed. The system will let us know when materials are not received in a timely manner. There will be a greater ability to search by topic. It will track book usage to help update the more used titles. It will track data and run reports in an efficient and timely manner.

2-3) An automated, Internet-accessible State Library system will allow state agency staff as well as other public/private partnerships to collaborate with each other in accessing Library holdings. This will help libraries across the state to help their patrons locate needed reference materials. The catalogue will be available to all colleges and universities; for example, an inquiry from university legal writing and history professors have researched Library resources regarding territorial Nebraska materials before statehood, as well as resources on the other fifty states, with materials going as far back as the 1600s. The Library contains some very old, rare, and unique legal collections for Nebraska and the entire United States. This project will help make this collection public, so others may find very useful information that would otherwise be unknown. In all, this project will bring to light this buried treasure within the holdings of the Nebraska State Library.

III. Technical Information

1. Describe the hardware, software, and communications needed for this project and explain why these choices were made.

The hardware, software, and communications needed for this project consist of a Client Workstation with the following specifications:

Processor: 1 Ghz or higher

Operating System: Windows 98, Xp, 2000 or higher

Storage: 150 MB free space

Memory: 256 MB or higher

Browser: Microsoft Internet Explorer 6.x or higher. Browser must support Cookies and Java Script.

E-Library Specifications: Firewall: TCP Port 80 open inbound and outbound (for E-Library Service), Internet connectivity: Minimum of 30 KB non-latent bandwidth per user.

The current personal computers and network connections in the Law Library already meet or exceed these specifications.

For the general public the requirements would be to have Internet access and it is recommended they use Microsoft Internet Explorer 6.0 or higher although other web browsers will work with the system.

The catalog application is located on server hosted by an Application Service Provider (ASP). Access to the server is through a secure connection over the Internet. The ASP will provide the necessary software to support this application.

The reason the Law Library made the decision to use a hosted server from an ASP was for a lower cost, high availability and ease of use of the card catalog application. Through minimal technical resources the automated card catalog will be available via the Internet to Nebraskan's and other citizens throughout the world.

2. Address any technical issues with the proposed technology including:

- **Conformity with generally accepted industry standards. Projects which interface with other state systems (such as distance learning systems) should also address NITC technical standards and guidelines.**
- **Compatibility with existing institutional and/or statewide infrastructure.**
- **Reliability, security and scalability (future needs for growth or adaptation).**

There are not any technical issues with the proposed project. The system conforms to library standard Z39.50. Z39.50 is designed to enable communication between computer systems such as those used to manage library catalogues.

III. Technical Information, #2, *continued*

The current version of Z39.50 is more properly known as North American standard ANSI/NISO Z39.50-1995, Information Retrieval (Z39.50): Application Service Definition and Protocol Specification, or as the matching international standard ISO 23950:1998, Information and documentation — Information retrieval (Z39.50) — Application service definition and protocol specification. The current release is version 3 of the ANSI/NISO standard, and dates back to 1995. Version 3 is the dominant version of Z39.50 utilized in Europe, although a number of North American sites continue to use the earlier version 2.

- The formal home of the standard is the Z39.50 Maintenance Agency, hosted by the United States' Library of Congress.
- This technology is in conformance with NITC standards and existing institutional and statewide infrastructure.
- This application provides for a secure Application Service Provider (ASP)-hosted hardware and software solution that is protected by a secure firewall. The ASP's data center has restricted access and entry is proximity card protected. The ASP provides secure state of the art servers with RAID technology. All client data is backed up nightly and secured at two off-site vault locations.
- The ASP provides network servers that are monitored daily for performance and stability, with both event notifications and manual inspections. All data center systems are protected from power-failure by a minimum of four hours of battery backup power. In addition, in the event of a power grid failure, the ASP has its diesel powered generator with automatic switchover, for continuous, uninterrupted power.
- The ASP has multiple high-speed, fail-over T-1 communications lines providing broadband connectivity to the Internet backbone. The ASP has a Tier I ISP service for Internet connectivity.
- The ASP offers three types of encryption services to provide secure communications with the client workstations.

3. Describe how technical support will be provided.

Client workstations will be supported by the Administrative Office of the Courts Information Technology staff. The server hardware and software are supported by the ASP on a 24x7 basis. The ASP provides for live person telephone and email support. A Customer Relationship Management (CRM) case database is used to track progress on trouble tickets. A management escalation process is in place for open cases. The ASP does provide a Service Level Agreement (SLA) for clients.

IV. CONTACT INFORMATION, SIGNATURE

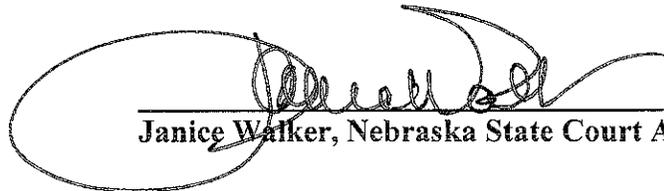
Contact person for any questions regarding this application:

Marie Wiechman, Director, Nebraska State Library; phone: 471-3189;
mwiechman@nsc.state.ne.us

Alternate contact:

Bill Miller, Deputy Director, State Court Administrator's Office; phone:
471-3049; bmiller@nsc.state.ne.us

Signed this 25th day of June, 2007.



Janice Walker, Nebraska State Court Administrator

Please return to:

State Records Board
440 So. 8th, Suite 210
Lincoln, NE 68508

Nebraska Supreme Court
Nebraska State Library Automation Grant Application
June 22, 2007

Attachment 1

Nebraska State Library Automation Budget – June 2007

Library Software and Automation Costs

Software & application	\$ 4,095.00	
Professional services	\$ 1,300.00	
CatExpress fee <i>(Through FY 2010)</i>	\$ 1,400.00	
Rental fee for server - library catalogue <i>(Through FY 2010)</i>	\$10,000.00	\$16,795.00

Equipment for Automation

Computers 2 @ \$1,500 each <i>(Dedicated cataloguing computer for Library Director and for public – 1 each)</i>	\$ 3,000.00	
Printer <i>(Dedicated printer for Director's cataloguing computer)</i>	\$ 500.00	
Scanner <i>(Dedicated scanner for cataloging and automation of files and holdings)</i>	\$ 1,500.00	\$ 5,000.00

Supplies for Automation

Book truck	\$ 400.00	
Labels and misc. automation supplies	\$ 300.00	\$ 700.00

Staff Training Expenses

Training at headquarters – fee	\$ 500.00	
Airfare	\$ 700.00	
Hotel \$200.00 per day	\$ 600.00	
Food \$40.00 per day	\$ 120.00	
Cab fare <i>(Travel expenses for one person)</i>	\$ 60.00	\$ 1,980.00

Total		\$24,475.00
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Nebraska State Bar Association

"Helping lawyers help people"



June 7, 2007

John Gale, Secretary of State
Chair
Nebraska State Records Board
440 So. 8th, Suite 210
Lincoln, NE 68508

RE: The Nebraska State Library Grant
Proposal from the Nebraska State Records
Board

Dear Mr. Gale:

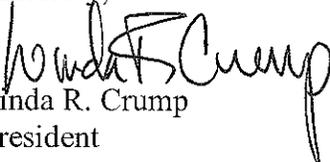
I would like to support the proposed project of making the card catalog of the Nebraska State Library available online.

Geography should not be a barrier for citizens, lawyers, and court personnel who want to obtain information. In an effort to conserve energy, people should avoid undertaking trips that might prove fruitless. How much more practical it is to be able to research a library's holdings online, and then take the steps needed to obtain the materials that you know exist, are available, and are what you need.

The internet is one of the few modern inventions that really can make a significant difference for people conducting research. In a geographically large state like Nebraska having only a few urban centers, being able to obtain important information through a website means not having to drive four to eight hours one way to look through a card catalog. Before making that trip, those seeking legal or historical information can check online to see if the State Library has what they need. Then they can take steps to check out the book or arrange to view the materials.

This would be a great resource for all Nebraskans.

Sincerely,


Linda R. Crump
President

Nebraska Library Commission



The Atrium • 1200 N St. • Suite 120 • Lincoln NE 68508-2023 • 402-471-2045 • Fax 402-471-2083

June 14, 2007

Nebraska State Records Board
c/o Secretary of State
State Capitol, Suite 2300
Lincoln, NE 68509

State Records Board Members,

I am writing in support of the Nebraska State Library's proposal for funds to automate and provide an online catalog of the State Library's holdings. An online catalog is essential to managing the library's collection and providing an effective mechanism to locate library holdings. The online catalog will also allow for remote access for those needing to find State Library resources, including resources unique to the State Library and not held in other Nebraska libraries. An online catalog will result in a significant improvement in service to the researchers needing the State Library's resources.

Sincerely,

A handwritten signature in cursive script that reads "Rod Wagner".

Rod Wagner
Director