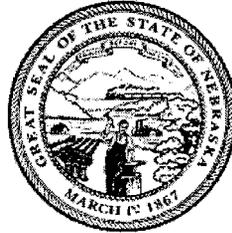


Nebraska State
Records Board
440 So. 8th, Suite 210
Lincoln, NE 68508
(402) 471-2745

John Gale
Chairman



**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 Library Commission

2. Title of project Nebraska Memories On the Road

3. Brief Description of Project

The Nebraska Library Commission hosts Nebraska Memories, <http://www.nebraskamemories.org> a public web site of images, audio files, and digitized text resources relating to Nebraska's cultural heritage. Nebraska libraries and museums contribute images and descriptive information (metadata). Many institutions have collections which would greatly enhance Nebraska Memories but lack staff time, equipment and expertise to scan and create metadata, or funds to outsource the work. They may also be reluctant to bring or send fragile materials elsewhere. We plan to schedule visits to potential participants, assist with selection of materials, scan, and complete metadata onsite.

To accomplish this we need a good-quality portable scanner, external hard drive, and laptop with fast processor. We have purchased the scanner and external drive and are requesting funds for the laptop.

3. Grant request amount \$2,300

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 _____

NSRB Grant Application

Page 2

II. Grant Detail

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

See attachments on Nebraska Memories Project.

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 primary beneficiaries will be libraries and museums that have collections of primary source materials that they want to include in Nebraska Memories. Site visits will be made to the places where the materials are housed and assistance with selection, scanning, and metadata creation provided. The images and metadata will be entered into the database by Library Commission staff.

Ultimately the beneficiaries are Nebraskans and people everywhere who will be able to view images of the materials on the web.

3. Timeline for implementation (specific completion date must be provided, grant funds lapse if not expended prior to completion date).

The laptop computer will be purchased as soon as grant funds are available, by the end of February 2008. Site visits will be scheduled beginning in March and will continue on an ongoing basis.

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

The Library Commission has already expended approximately \$60,000 for the CONTENTdm software and annual license. We have purchased a scanner (\$165) and a 1 Terabyte External Hard drive (\$298). Staff time already devoted to Nebraska Memories is approximately .5 FTE (time of five different people totaling about 20 hrs. per week. This will increase to approximately .75 FTE when site visits with the equipment begin.

The car assigned to our agency or one from the state motor pool will be used for site visits.

We are not requesting funds for labor.

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

no

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

no

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?

There are many agency needs that our equipment budget must be stretched to meet. The laptop computers we currently have are either heavily used for other needs or not robust enough for this project. A grant to purchase the laptop will enable us to offer this enhanced service more quickly and effectively to meet the needs of smaller rural libraries and museums.

We will continue to host Nebraska Memories and devote staff time and resources into the future. This grant would offer an alternative for participants to add their materials to Nebraska Memories.

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)

see attachments on Nebraska Memories.

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)

see attachments on Nebraska Memories

NSRB Grant Application

Page 4

III. Technical Information

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

The laptop we would like to purchase has sufficient processing speed and a large enough monitor to make it practicable to use it for this project. Scanning must be done in accordance with the Western States Digital Imaging Best Practices http://www.cdphheritage.org/digital/scanning/documents/wsdibp_v1.pdf

Dell Precision M4300 Vista Qty 1
Intel® Core™ 2 Duo T7500 (2.20GHz) 4M L2 Cache, 800MHz Dual Core, Genuine Windows Vista® Ultimate, with Media Unit Price \$2,215.89
Catalog Number: 84 W1064_VISTA
Module Description Product Code Sku Id
Dell Precision M4300 Intel® Core™ 2 Duo T7500 (2.20GHz) 4M L2 Cache, 800MHz Dual Core M4322 [222-9050] 1
Operating Systems Genuine Windows Vista® Ultimate, with Media VU3E [420-6669] 11
LCD Panel Options 15.4 inch Wide Screen WSXGA+ TrueLife LCD Panel 15SXG [310-9105] 2
Memory 2.0GB, DDR2-667MHz SDRAM, 2 DIMMS 2G2D6 [311-7224] 3
Internal Keyboard Internal English Keyboard ENG [310-9110] 4
Graphics NVIDIA Quadro FX 360M, 512MB Turbo Cache memory (256 dedicated) NVQG86 [320-5486] 6
Hard Drives 120GB Hard Drive, 9.5MM, 7200RPM 120D72 [341-4789] 8
Touchpad Options Standard Touchpad TPAD [310-9108] 9
Floppy Drive Floppy Drive, Internal/External FD [340-7307] 10
AC Adapter 90W A/C Adapter 90AC [310-7479] 15
Module Bay Devices 8X DVD+/-RW w/Roxio Creator™/Cyberlink PDVD™ DVDRW [313-5215] 16
Wireless LAN (802.11) Intel® 4965 802.11a/g/n Dual-Band Mini Card IPW4965 [430-2378] 19
System Documentation Resource DVD - Contains Diagnostics and Drivers for Vista RDVD [313-5222] 25
Batteries 9 Cell Primary Battery 9CELLP [312-0529] 27
Hardware Support Services Recommended: 3Yr NBD Plus (NBD onsite, Gold Support and CompleteCare) PUB3YR [970-2208][982-7862]
[983-2330][983-6678][987-1327][987-1338][987-3818][987-3897] 29
Installation Services No Onsite System Setup NOINSTL [900-9987] 32
OS Labels Windows Vista™ Premium VPRN [310-8758] 750

TOTAL:\$2,215.89

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).**

Nebraska Memories participants are required to use best practices for scanning and metadata creation. (see attachment Information for Participants)

http://www.cdphheritage.org/digital/scanning/documents/wsdibp_v1.pdf Digital Imaging Best Practices

<http://www.nlc.state.ne.us/nebraskamemories/metadata.html> Nebraska Memories Metadata Guidelines.

3. Describe how technical support will be provided.

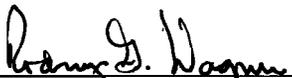
The Library Commission IT staff will configure the laptop to work with the scanner and portable drive and provide any other technical support needed. A Library Commission employee will use the equipment on site visits and provide technical information about Nebraska Memories to participants.

IV. CONTACT INFORMATION, SIGNATURE

Contact person for any questions regarding this application Beth Goble or Shannon White

phone # 402-471-4017 or 471-4031 E-mail bgoble@nlc.state.ne.us swhite@nlc.stat.ne.us

Signed this 13 day of DECEMBER 2007



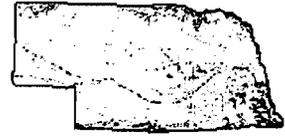
Agency Director

Please Return to:

State Records Board
440 So. 8th, Suite 210
Lincoln, NE 68508
(402) 471-2745

NEBRASKA MEMORIES

Making Nebraska's past unforgettable



Nebraska Memories

- 3,000+ items in database
- 13 library and cultural heritage institution participants

Participants online:

- Antelope County Historical Society
- Hruska Memorial Public Library/Boston Studio Collection
- Hastings Public Library
- McCook Public Library/High Plains Historical Society and Museum
- Keene Memorial Library/Dodge County Historical Society and May Museum
- Nebraska Library Commission
- Nebraska State Historical Society
- Omaha Community Playhouse
- Omaha Public Library
- Polley Music Library
- Raymond A. Whitwer Public Library in Tilden
- Sarpy County Historical Museum
- Wayne State College

Participants soon to complete projects

- Lincoln City Libraries Heritage Room

Options for participants:

1. Institution scans materials on own or outsource scanning then create own metadata records based on Dublin Core. Training is provided on digitization and metadata creation.
2. Institution creates Dublin Core metadata records and NLC scans materials in-house or on-site.
3. NLC scans materials in-house or on-site and institution creates Dublin Core metadata.
4. NLC scans materials and institution provides descriptive information in an EZMetadata form which NLC staff develops into required Dublin Core record to upload to database.

Surfacing Nebraska Memories through Collaboration

The Nebraska Library Commission embarked on a statewide digitization project in 2005 that would provide a process for libraries and other cultural heritage institutions to have historical materials available in a searchable database available on the Internet.

The Commission had heard from a number of libraries that they were interested in making their historical materials accessible on the web but were hindered by lack of funding, technical skills and small staff size.

In an effort to help bring Nebraska related historical materials to a wider audience and overcome the hardships small libraries faced in this area the Commission purchased a statewide license for CONTENTdm software. State library staff would manage the server and CONTENTdm installation on behalf of all the project participants. This would enable libraries to use their time to create the digital files and associated metadata to be included in the Nebraska Memories database rather than expending financial and human resources purchasing and maintaining complex software individually.

Libraries would be expected to create metadata records, digitize materials according to best practices and upload resulting content to the Nebraska Memories database.

At first the plan called for the Commission to train staff from participating libraries on how to use the CONTENTdm Acquisition Station. This would allow institutions working on a digitization project to upload images or other digital files directly into the Nebraska Memories database along with associated metadata records.

After working with on a pilot project with Polly Music Library in Lincoln, Nebraska the Commission expanded this plan to other libraries with their own Nebraska Memories projects. Over a few months time it became apparent that there may be a better process to enable libraries to upload content into the database than training participating staff and volunteers on using the CONTENTdm Acquisition station. Commission staff worked out a new process where participating institutions would enter their metadata into Excel spreadsheets and deliver their digital files on CDs to be uploaded into the database. This allowed library staff across the state to focus their time on learning scanning processes and researching their items histories to create robust metadata.

There have been several very successful collaborative Nebraska Memories projects in the past two years. Some received LSTA grant funding while others were completed with no additional funds and much volunteer and student efforts.

One of our largest Nebraska Memories projects was lead by volunteer efforts alone. Hruska Memorial Library in David City Nebraska, houses over 68,000 negatives from the Boston Studio, a local photography studio, in business from 1897 to 1979. Volunteers for this project scanned over 1,000 of these negative images and used ledgers created by the Boston Studio to develop metadata records for each image. Ledgers from the studio provided great detail about each subject including names, locations and even descriptions

of surroundings or clothing worn by the subjects. The finished project has resulted in increased usage of the collection and also generated additional funds to help sustain the project through orders for reprints of the images.

The collaborative spirit was the impetus for a public library, museum and historical society partnership for another LSTA grant funded digitization project in 2006 when Keene Memorial Library in Fremont Nebraska wanted to make available historical images of local businesses and public buildings in celebration of the town's sesquicentennial. They partnered with the Louis E. May Museum and Douglas County Historical Society, holder of the historical images, to create a collection for the Nebraska Memories database. Library staff provided technical expertise and cataloging background for the project, while historical society and museum staff provided the historical knowledge of the items to help create the metadata records for the images scanned. The research expertise of historical society staff enabled the participants to create rich descriptive records to go along with the historical photographs that were uploaded into the Nebraska Memories database. Now images once housed inside the local museum have found their way to the Internet for use by researchers and local history buffs of all ages.

One of our more unique collaborative projects involved students from the University of Nebraska at Omaha and University of Missouri Library Science programs. Students in the program not only collaborated with two local institutions to get their unique historical materials on the web they gained valuable knowledge about digital projects.

Library Science program coordinator at UNO, Dr. Becky Pasco, canvassed the Omaha area for institutions interested in participating in this student-led digitization project. The first year students worked with the Sarpy County Historical Society and staff from the Sump Memorial Public Library to digitize items held by the historical society. The students received metadata training from Commission staff and then interviewed the museum curator to create the descriptive records.

A scanner was set up at the historical society and staff from the public library assisted the students with the scanning process, ensuring they met the best practices for the project. Each student was then responsible for digitizing and creating metadata records for a handful of items. They received formal feedback from the Commission cataloger, Devra Dragos. Overall the students received a quick immersion into what it took to create a digital project.

The second year students from an advanced cataloging class partnered with the Omaha Community Playhouse for their digital project. Students visited the Playhouse; scanned photographs; and then received metadata training as part of their class time. Over the course of the class the students interviewed Playhouse staff to create descriptive records. This partnership between a local institution that was not a likely candidate for a digitization project and students eager to learn resulted in a unique collection of memorabilia being made available to Nebraska Memories users. Today searchers of Nebraska Memories can find publicity images from the 1920s of Henry Fonda and

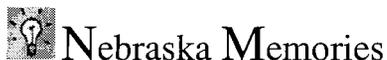
Dorothy Brando, mother of Marlon Brando, as well as photos of the Community Playhouse buildings, volunteers and staff.

The Library Commission continues to encourage collaborative projects and offers a variety of options for those institutions interested in being a participant in the statewide Nebraska Memories program. As you have read collaboration has not only been strictly by institutions but also by people in the form of volunteers and students in the state. We hope to continue these types of collaborations and investigate new ones in the coming years as we grow the Nebraska Memories program.

You can visit Nebraska Memories on the web at <http://www.nebraskamemories.org>

For more information on the Nebraska Memories program, please contact, Shannon White at swhite@nlc.state.ne.us or 402.471.4031

Nebraska Library Commission



Information for Participants

Best Practices & Guidelines

- [Western States Digital Imaging Best Practices version 1.0 \(PDF\)](#)
 - [Tips for Scanning Materials including Image Resolution Table](#)
- [Nebraska Memories Metadata Guidelines](#)
 - [CDP Metadata Working Group Dublin Core Metadata Best Practices Version 2.1 \(PDF\)](#)

Copyright Ownership Statement

- [Digital Imaging Copyright Ownership Statement required for participation](#)

Help Guides & Tips

- [Tips on Purchasing Equipment for a Digital Imaging Workstation](#)

Mailing List

- Participants in the Nebraska Memories project are asked to subscribe to a mailing list administered by the Nebraska Library Commission. The mailing list is used to disseminate information to participants and provide a forum for discussion. To subscribe to the mailing list email [Shannon White](#) and include your name and email address.

Metadata

- [Nebraska Memories Metadata Guidelines](#) includes template on last page.
- [Thesaurus of Graphical Materials I: Subject Terms \(TGM I\)](#)
- [Thesaurus of Graphical Materials II: Genre & Physical Characteristics Terms \(TGM II\)](#)
- [Library of Congress Authorities](#)
- [Metadata Template \(PDF\)](#)
- [Excel version of the Metadata Template \(Excel\)](#)
- [EZMetadata Forms](#)
- [Example of the EZMetadata Form \(pdf\)](#)

Presentations

- [Nebraska Memories: How Your Institution Can Participate - Recorded Online Session from March 2, 2007](#)

Training Archives

- [Metadata for Nebraska Memories online session archive](#)
- [Metadata for Nebraska Memories Workshop PowerPoint \(.PDF\)](#)

~ NETWORK SERVICES ~ NEBRASKA MEMORIES ~

Nebraska Library Commission

Nebraska Memories

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~ NETWORK SERVICES ~ NEBRASKA MEMORIES ~

Dennis Klebe

From: Dennis Klebe
Sent: Wednesday, November 28, 2007 1:19 PM
To: Beth Goble; 'Compteam'; Lori Sailors
Subject: RE: Laptop for State Records Board Grant

Here's our final recommendation, Beth. The quote is good until mid-January so no rush.

Dennis

From: DellOnlineSales@Dell.com [mailto:DellOnlineSales@Dell.com]
Sent: Wednesday, November 28, 2007 12:29 PM
To: Dennis Klebe
Subject: Dell Computer - Saved Quote Information 1002947689019



Dear Dennis Klebe:

An E-Quote containing computer equipment from Dell Computer Corporation has been saved in your name at the Dell Online Store. The E-Quote will be held for 45 days to allow for completion of the order.

Per your request, this E-Quote has been forwarded to the following recipients:

Your Comments:

A read-only view of this E-Quote is provided below:

E-Quote Information

E-Quote number: 1002947689019
E-Quote name: Lori -- Scanner
Description: Scanner

Saved By: Dennis Klebe dklebe@nlc.state.ne.us	Phone Number: (402) 471-4559
Saved On: Wednesday, November 28, 2007	Purchasing Agent:
Expires On: Saturday, January 12, 2008	Notes/Comments:
	Additional Comments:

Description

Dell Precision M4300 Vista
Date & Time: November 28, 2007 12:27 PM CST

SYSTEM COMPONENTS

Dell Precision M4300 Vista	Qty	1
Intel® Core™ 2 Duo T7500 (2.20GHz) 4M L2 Cache, 800MHz Dual Core, Genuine Windows Vista® Ultimate, with	Unit Price	\$2,215.89

Media

Catalog Number: 84 W1064_VISTA

Module	Description	Product Code	SKU	Id
Dell Precision M4300	Intel® Core™ 2 Duo T7500 (2.20GHz) 4M L2 Cache, 800MHz Dual Core	M4322	[222-9050]	1
Operating Systems	Genuine Windows Vista® Ultimate, with Media	VU3E	[420-6669]	11
LCD Panel Options	15.4 inch Wide Screen WSXGA+ TrueLife LCD Panel	15SXG	[310-9105]	2
Memory	2.0GB, DDR2-667MHz SDRAM, 2 DIMMS	2G2D6	[311-7224]	3
Internal Keyboard	Internal English Keyboard	ENG	[310-9110]	4
Graphics	NVIDIA Quadro FX 360M, 512MB Turbo Cache memory (256 dedicated)	NVQG86	[320-5486]	6
Hard Drives	120GB Hard Drive, 9.5MM, 7200RPM	120D72	[341-4789]	8
Touchpad Options	Standard Touchpad	TPAD	[310-9108]	9
Floppy Drive	Floppy Drive, Internal/External	FD	[340-7307]	10
AC Adapter	90W A/C Adapter	90AC	[310-7479]	15
Module Bay Devices	8X DVD+/-RW w/Roxio Creator™/Cyberlink PDVD™	DVDRW	[313-5215]	16
Wireless LAN (802.11)	Intel® 4965 802.11a/g/n Dual-Band Mini Card	IPW4965	[430-2378]	19
System Documentation	Resource DVD - Contains Diagnostics and Drivers for Vista	RDVD	[313-5222]	25
Batteries	9 Cell Primary Battery	9CELLP	[312-0529]	27
Hardware Support Services	Recommended: 3Yr NBD Plus (NBD onsite, Gold Support and CompleteCare)	PUB3YR	[970-2208][982-7862][983-2330][983-6678][987-1327][987-1338][987-3818][987-3897]	29
Installation Services	No Onsite System Setup	NOINSTL	[900-9987]	32
OS Labels	Windows Vista™	VPRN	[310-8758]	750