

MEETING AGENDA

Technical Advisory Committee to the State Records Board

Monday, January 7, 2008
1:00 p.m. – 2:00 p.m.
Executive Building - 5th Floor Conference Room
521 S 14th Street
Lincoln, Nebraska

AGENDA

Meeting Documents: Click the links in the agenda
or [click here](#) for all documents (27 Pages).

1. Roll Call, Meeting Notice & Open Meetings Act Information
2. Public Comment
3. Approval of Minutes* - [October 16, 2007](#) and [December 6, 2007](#)
4. Grant Reviews*
 - a. City of Bellevue – [City of Bellevue Information Accessibility Project](#)
 - b. Nebraska Library Commission – [Nebraska Memories On the Road](#)
5. Other Business
6. Adjourn

* Denotes action items.

(The Committee will attempt to adhere to the sequence of the published agenda, but reserves the right to adjust the order of items if necessary and may elect to take action on any of the items listed.)

Meeting notice posted to the [Nebraska Public Meeting Calendar](#): xxx
Agenda posted to the NITC Website: 21 DEC 2007

MEETING MINUTES

Technical Advisory Committee to the State Records Board

Tuesday, October 16, 2007
3:30 p.m. – 4:30 p.m.
Executive Building - 5th Floor Conference Room
521 S 14th Street
Lincoln, Nebraska

PROPOSED MINUTES

MEMBERS PRESENT:

Brenda Decker, CIO, State of Nebraska
Walter Weir, CIO, University of Nebraska
Richard Brown, Legislative Council

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Ms. Decker called the meeting to order at 3:30 p.m. Roll call was taken. All members were present. The meeting notice was posted to the [Nebraska Public Meeting Calendar](#) on September 26, 2007. The meeting agenda posted to the NITC Website on September 25, 2007 and revised on October 1, 2007. A copy of the Nebraska Open Meetings Act was available in the meeting room.

PUBLIC COMMENT

There was no public comment.

GRANT REVIEWS

Ms. Decker passed over the Douglas-Sarpy project until representatives arrived at the meeting.

Hall County Register of Deeds – [Numerical Index Book Scanning Project](#)

Doug Drudik, with the Hall County IT Department, was contact by telephone to respond to technical questions about the project. Members asked about the software being utilized for the project and format of the scanned images.

Mr. Brown moved the following resolution:

The committee, having reviewed the grant application entitled “Numerical Index Book Scanning Project”, finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project.
- There is no reason to question the information provided by the applicant indicating that the technical elements can be accomplished within the proposed time frame and budget.

Ms. Decker seconded. Roll call vote: Weir-Yes, Decker-Yes and Brown-Yes.

Results: Yes-3 and No-0. Motion carried.

Douglas-Sarpy Map Scanning Cooperative – [Historic Aerial Photo and Map Preservation](#)

Mike Schonlau, GIS Coordinator, and another representatives from the project team were available for questions. Members asked about the total cost of the project and commitment from the partners. The representatives indicated the project had been out for bid previously and the bids submitted were \$105,000 and \$135,000. The team plans to revise the RFP and rebid the project. Members asked additional questions about the technical elements of the project.

Ms. Decker moved the following resolution:

The committee, having reviewed the grant application entitled “Historic Aerial Photo and Map Preservation”, finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project.
- Based on the information provided and depending on the results of an RFP, it appears the technical elements can be accomplished within the proposed time frame and budget.

Mr. Weir seconded. Roll call vote: Brown-Yes, Weir-Yes, and Decker-Yes.
Results: Yes-3 and No-0. Motion carried.

Adams County Register of Deeds – [Digitizing of Adams County Records](#)

Ron Kucera was available by phone if needed. Members discussed the grant application.

Mr. Weir moved the following resolution:

The committee, having reviewed the grant application entitled “Digitizing of Adams County Records”, finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project.
- The technical elements can be accomplished within the proposed time frame and budget.

Mr. Brown seconded. Roll call vote: Decker-Yes, Brown-Yes, and Weir-Yes.
Results: Yes-3 and No-0. Motion carried.

Nebraska State Treasurer – [NebraskaSpending.com](#)

Perry Pirsch and others representing the project were available for questions. Members asked about planned navigation and search elements on the site. Members asked about hosting of the site. It is planned that the developer (aijalon inc.) would host the site through First National Technology Solution data center, but the data will be the property of the state.

This is phase one of a larger project, the grant funds should be sufficient to complete this phase. The Treasurer may seek an appropriation for additional phases. Ongoing support and maintenance can be done within the current budget.

Mr. Brown moved the following resolution:

The committee, having reviewed the grant application entitled “NebraskaSpending.com”, finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project.
- The technical elements can be accomplished within the proposed time frame and budget.

Ms. Decker seconded. Roll call vote: Weir-Yes, Decker-Yes, and Brown-Yes. Results: Yes-3 and No-0. Motion carried.

Nebraska Liquor Control Commission – [Online Excise Tax Reporting & Payment System](#)

The applicant was not available for questions. Though not representing the project, Brent Hoffman, General Manager of Nebraska.gov, was able to address some of the questions asked by members.

Ms. Decker moved the following resolution:

The committee, having reviewed the grant application entitled “Online Excise Tax Reporting & Payment System”, finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project.
- The technical elements can be accomplished within the proposed time frame and budget.

Mr. Weir seconded. Roll call vote: Brown-Yes, Weir-Yes, and Decker-Yes. Results: Yes-3 and No-0. Motion carried.

Nebraska Interactive (Nebraska.gov) – [State Agency and County Website Re-designes](#)

Brent Hoffman, General Manager of Nebraska.gov, was available to answer questions. Members asked about the process that would be used by the State Records Board to determine how these requests would be prioritized and funded. Members asked if NI had charged for basic state agency website development and redesign work in the past. Mr. Hoffman indicated that he would have additional information for the State Records Board meeting.

Mr. Weir moved the following resolution:

The committee, having reviewed the grant application entitled “State Agency and County Website Re-designes”, finds that:

- The project is technically feasible.
- The proposed technology is appropriate for the project.
- The technical elements can be accomplished within the proposed time frame and budget.

Mr. Brown seconded. Roll call vote: Decker-Yes, Brown-Yes, and Weir-Yes. Results: Yes-3 and No-0. Motion carried.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

The meeting was adjourned at 4:34 p.m.

The meeting minutes were taken by Rick Becker of the Office of the CIO.

MEETING MINUTES

Technical Advisory Committee to the State Records Board

Thursday, December 6, 2007
9:00 a.m.
Executive Building - 5th Floor Conference Room
521 S 14th Street
Lincoln, Nebraska

PROPOSED MINUTES

MEMBERS PRESENT:

Brenda Decker, CIO, State of Nebraska
Walter Weir, CIO, University of Nebraska (via telephone)
Richard Brown, Legislative Council

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Ms. Decker called the meeting to order at 9:10 a.m. Roll call was taken. All members were present, Weir by telephone. The meeting notice was posted to the [Nebraska Public Meeting Calendar](#) on December 3, 2007. The meeting agenda posted to the NITC Website on December 3, 2007. A copy of the Nebraska Open Meetings Act was available in the meeting room.

PUBLIC COMMENT

There was no public comment.

DISCUSSION OF TECHNICAL REVIEW PROCESS FOR STATE RECORDS BOARD GRANTS

Ms. Decker referred the members to the email dated November 26 from Ron Moravec asking the Committee for input on the grant review process. Members discussed issues and comments to include in a response to that request. The following issues were discussed:

- the Committee only reviews the technical aspects of the project, and does not make a recommendation on whether or not the application should be funded;
- possible changes to the application form to include more budget information;
- follow-up reports from grant recipients and web posting of lessons learned and best practices

Ms. Decker indicated that she would document the recommendations discussed and will share a draft copy with members for review and comment. The final version will be sent as the Committee response to the request for recommendations.

OTHER BUSINESS

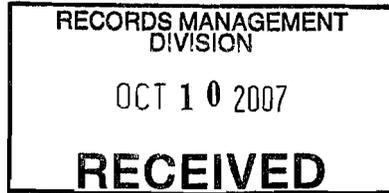
There was no other business.

ADJOURNMENT

The meeting was adjourned at 9:27 a.m.

The meeting minutes were taken by Rick Becker of the Office of the CIO.

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



John Gale
Chairman



APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION (Local Government Grant Application)

Cities and Counties desiring grants from the Nebraska State Records Board for projects to create or improve electronic access to government information or services should complete this application and follow any procedures outlined in the application and any accompanying materials.

I. GRANT SUMMARY

1. Name of entity applying for grant City of Bellevue, Nebraska
2. Title of project City of Bellevue Information Accessibility Project
3. Brief Description of Project
The goal of the City of Bellevue's Information Accessibility Project is to take its collection of over 60,000 engineering drawings, maps and other documents and scan them into an electronic form. The result of this project will be a much more efficient way to serve the public and other government entities while allowing staff time to spend on other projects.
4. Grant request amount \$ 10,000 (\$25,000 limit for collaborative grants, \$10,000 limit for single jurisdiction grants)
5. Will there be a fee for accessing records associated with this project? No
6. If yes, provide any statutory reference or authorization for the fee
Not Applicable

II. GRANT DETAIL

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

Description is attached Number 1

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 when completed will allow city employees to access engineering drawings and plans from their workstations and manipulate them as required. This will streamline the workflow and not having to search through files of drawings will save employees valuable time. This information will also be available on the city of Bellevue's website so federal agencies, contractors and the public will have quicker dissemination of needed information without actual contact with the Public Works office helping to ease office workload which will increase productivity.

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

Implementation of this project would start immediately after approval with a completion date of no later than December 31, 2009.

4. Subdivision contribution to project (labor, equipment ect.)

Not Applicable

5. Is other funding available for this project (explain)?

No, This project has not been budgeted for this year and we have not found any other programs to fund this type of project.

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

Due to the city's financial situation the project has been delayed for several years and no funding is foreseen in the future. With over 60,000 engineer drawings and other documents that continues to grow the amount of time it takes to access these files is immense. Many different departments will be able to access this information quickly which will help us serve contractors and citizens in a more timely fashion. The City of Bellevue employs an Engineering Technician who will perform the initial scanning and will be in charge of the day to day operations. This position is already budgeted and filled and any software or equipment updates will be included in the Public Works Budget.

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

The Public Works office deals with sanitary sewer and storm water sewers. Contractors call on a daily basis looking for this information which we need to locate in files containing over 60K maps and drawings. This project will allow contractors to locate information on their own online. Potential business's can also access information about locations allowing them to research building requirements on their own and increasing the likelihood they would choose Bellevue as a location for their business. A key benefit of this project will be getting this information to individuals or company's that desire it in a timely fashion. This gives potential developers a better impression of Bellevue and makes it more likely they will work with us again.

8. Please describe how this project will improve the efficiency of government operations (attach additional pages if needed)

Many city employees and offices such as Permits and Inspections use our drawings on a daily basis. The project will allow access to information at their desk. This will increase productivity as they will not need to make a trip to our files and search for the needed information manually then return the borrowed documents later. The potential for lost and misfiled documents then becomes zero and it will allow more than one department or individual to access this information at the same time. Federal agencies will also be able to monitor the progress of federally mandated projects.

9. Please describe any collaborative effort among multiple jurisdictions or political subdivisions related to this project (if applicable, attach additional pages if needed)

Due to the large amount of volume of information we are dealing with, the City of Bellevue is pursuing this effort on its own. However having this information readily available will help many surrounding jurisdictions and political subdivisions when dealing with the City of Bellevue.

10. Please provide information on who will complete the project (in house personnel, outside contractor, combination of both, etc.)

The City of Bellevue will complete and maintain this project with in house personnel. Currently, Randy Critzer is employed as an Engineering Technician. His day to day responsibilities include creating and maintaining office maps and drawing. Mr. Critzer is also in charge of the City of Bellevue's GIS. He will be in charge of implementing and maintaining the project with the help of some other employees who will report to him.

11. Does the project involve the licensing, permitting or regulation of business, if yes then explain how the project or service will allow integration with the State of Nebraska's Business Portal and the one-stop online business registration system.

Not directly, it would allow potential business to research locations before applying for permits.

III. TECHNICAL INFORMATION

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

Graphtec IS 200 large format monochrome scanner
4.5 ips @ 400 dpi
600 true optical dpi
Upgradeable
Comes with VB-Index software
3 year warranty

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

- Conformity with generally accepted industry standards. Projects which interface with 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).

Graphtec models feature contact array technology which offers many advantages if you have detailed drawings. You have easy installation, no warm up time, no re-calibration, and no cameras to get bumped out of line. This allows the scanner to be more portable, and extends the life of the scanner. Graphtec IS 200 scanners are upgradable so the initial scanner investment will not be lost. The cost of the upgrade is just the difference in the price of the scanner models. The Graphtec IS 200 has a much lower failure rate, fewer replacement parts and the daily operating cost of the Graphtec is much lower because it consumes 1/3 of the energy of a CCD/ Fluorescent Bulb Scanner.

3. Describe how technical support will be provided.

The City of Bellevue's Engineering Technician will deal with technical issues on a daily basis. The scanner comes with a warranty in case any problems arise with that. Having somebody dealing with this system on a daily basis should decrease many of the technical issues that may arise.

4. Describe how the project will comply with the State's Technology Access Clause
<http://www.nitc.state.ne.us/standards/>

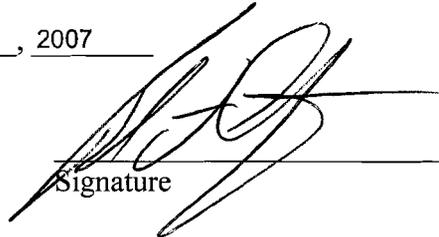
In reference to the State of Nebraska's Technology Access Clause, information cannot
be altered to fit a disability.

IV. CONTACT INFORMATION, SIGNATURE

Contact person for any questions regarding this application Randy Critzer

Phone # (402) 293-3028 E-mail rcritzer@bellevue.net

Signed this 10 day of October, 2007


Signature

Engineering Technician
Title

Please Return to:

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

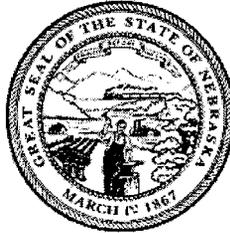
Grant to Improve Access to Public Information

Attachments

1. The City of Bellevue Public Works Department manages a collection of over 60,000 engineering drawings, maps and documents. The current system requires a very labor intensive filing system and access to various documents is time consuming and inefficient with files stored in three different locations. City offices such as Permits and Inspections use these drawings on a daily basis as well as private contractors and the general public. This takes time, sometimes a great deal of time, to locate the document find the information and return the document. The goal of the project is to purchase a Graphtec IS 200 large format monochrome scanner and included VB-Index software then scan and index the various documents. The Engineering Technician will be in charge of the scanning and will do much of the work, as well as the Summer intern when available. Further help from other city offices may be a possibility. The scanned documents will be made available to the various city offices that use them daily on the cities server where they can manipulate the documents from their computer without having to manually locate the needed hardcopy file thus saving time, as well as to the general public online saving the Engineering Department staff time as well as the public's if the staff is in the field and unable to assist the customer.

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

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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.

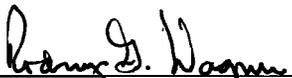
The Library Commission IT staff will configure the laptop to work with the scanner and portable drive and provide any other technical support needed. A Library Commission employee will use the equipment on site visits and provide technical information about Nebraska Memories to participants.

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



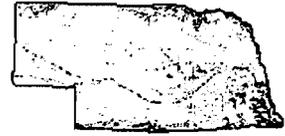
Agency Director

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

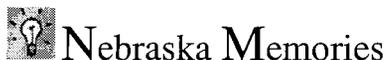
Dorothy Brando, mother of Marlon Brando, as well as photos of the Community Playhouse buildings, volunteers and staff.

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 \(.PDF\)](#)

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Nebraska Library Commission

Nebraska Memories

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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