

July 15, 2009

VIA EMAIL

Cathy Danahy, Executive Director
Nebraska State Records Board
440 South 8th Street, Suite 210
Lincoln, Nebraska 68508
cathy.danahy@sos.ne.gov

Dear Ms. Danahy:

The Board of Regents of the University of Nebraska, for the University of Nebraska-Lincoln (UNL) is pleased to submit a proposal to your organization on behalf of Mr. Richard Graham entitled "Migrating from tangible to online: Digitizing microfiche and print Nebraska State Documents."

The total request is for \$24,998 for the proposed period November 1, 2009 through June 1, 2010. Our EIN # is 47-0049123 and our DUNS # is 55-545-6995. Our participation is administratively approved for submission on behalf of the Board of Regents by the appropriate University officials, as evidenced by my signature as an authorized official on this letter of transmittal.

Questions regarding the technical aspects of this project should be directed to Mr. Graham at (402) 472-5410. Administrative questions should be directed to Julie Poykko-Post, Grant Coordinator, at (402) 472-6174 or jpoykkopost2@unl.edu. We look forward to our involvement in this project.

Sincerely,



Jeanne Wicks
Director

JW/jpp

**APPLICATION FOR STATE RECORDS BOARD GRANT
TO IMPROVE ACCESS TO PUBLIC INFORMATION
University of Nebraska-Lincoln (State Agency)**

I. GRANT SUMMARY

1. Name of agency applying for grant:

Board of Regents, University of Nebraska, for the University of Nebraska-Lincoln on behalf of its Libraries

2. Title of project:

Migrating from tangible to online: Digitizing microfiche and print Nebraska State Documents.

3. Brief description of project:

The scope of the project is to digitize and make accessible on the Internet key Nebraska State Agency publications currently available only in microfiche or print format. State employees, citizens, and researchers will have access to traditionally “challenging” materials. Microfiche scanning equipment will be acquired by the University Libraries. Initially, approximately 200 reports of the Nebraska Game and Parks Commission and former Department of Public Institutions will be scanned from microfiche, converted to .pdf files, cataloged, and made available online via the Library Commission online catalog. To fill gaps in the microfiche collection, additional reports of these agencies will be scanned from print by the Library Commission, using existing equipment. Future microfiche and print materials will be migrated to online through the continued collaboration between the Nebraska Library Commission and the University Libraries.

4. Grant request amount:

\$24,998

5. Will there be a fee for accessing records associated with this project? If yes, provide any statutory reference or authorization for fee.

No.

II. GRANT DETAIL

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

Public records laws require Nebraska state government agencies to make their records and documents accessible to the public. The Internet now makes it much easier for agencies to comply with information requests by posting reports to their web sites. Usually only recent reports are posted. Some early reports spanning 1980-1956 are being made available online via the *Nebraska Public Documents* database hosted by UNL Love Library. Since 2005 the Nebraska Library Commission has been downloading reports from agency web sites or scanning from print and making them available via NLC catalog and *State Publications Online* web site.

However the majority of Nebraska state documents are still only available as *microfiche*, a 4-by-5-inch piece of photographic film containing printed information in a size too small to be seen by the naked eye, or as printed volumes held primarily at the Library Commission and the State Archives. From 1972-2005 the Nebraska Library Commission produced microfiche and distributed it to a network of depositories, including the University of Nebraska-Libraries, as part of its Nebraska Publications Clearinghouse Service.

The initial advantage of compact storage has given way to the many challenges the medium now presents: deterioration/fragility and specialized equipment to view. Few options remain for providing access to the many resources available as microfiche, because equipment and materials are no longer being produced by suppliers.

Of the many reports and plans on microfiche, the Nebraska Library Commission and the University of Nebraska-Libraries have identified a priority list of items based on requests and research needs. These include nearly 200 items from the Nebraska Game and Parks Commission spanning 1970-2003 and documents from the former Department of Public Institutions that range from 1973-1986 and would provide the greatest and most immediate benefit from migration to a digital environment. In total, this project would convert close to 45,000 pages at nearly \$.50 per page. To accomplish this end, an initial investment of \$16,725 is required to purchase the needed digital equipment for the University Libraries. \$6,000 is requested to fund scanning/labor costs for the University Libraries to digitize the initial set of microfiche.

To fill gaps in the microfiche collection, additional reports of these agencies will be scanned from print by the Library Commission, using existing staff and equipment.

The Nebraska Library Commission will host the digitized content through its online catalog, as well as provide cataloging and data back up. Upon the completion of the Game and Parks and DPI documents, additional documents will continue to be digitized on demand, with any additional scanning costs to be funded by the University Libraries (microfiche) or the Library Commission (print).

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

Digitizing the microfiche reports and studies of the Game and Parks and former Department of Public Institutions will not only benefit the citizens of Nebraska and researchers worldwide, but by establishing digitization protocols and procedure, also will enable the future successful migration of additional Nebraska documents only available as microfiche.

In their current state, many Nebraska documents rest in obscurity, because few libraries have the means to allow patrons to view, let alone print or copy, the documents on microfiche. Once these items have migrated online, they become indexed and instantly available to those with Internet access (which many libraries can provide).

By bringing these reports and studies into the digital realm, libraries will add to the transparency of the state's governing agencies and departments, as more information is made easily available to citizens, researchers, and state employees.

3. Timeline for implementation (a specific completion date (MM/YYYY) must be provided). Grant funds lapse if not expended prior to completion date.

We anticipate the acquisition of equipment and digitization of the 200 microfiche of reports and studies from the Game and Parks agency and former Department of Public Institutions to be completed by 06/2010.

Deadlines include:

Hardware and scanning equipment bids and selection by Richard Graham and UNL Purchasing Dept. November 2009.

Selection and training of scanning assistant, beginning digitization. December 2009.

Completion of digitization. May/June 2010.

Quality control checks and file uploading will continue throughout December 2009 and June 2010.

4. State agency contribution to project (labor, equipment, etc.).

The University of Nebraska-Lincoln will provide the location for housing and maintaining the equipment and oversee the labor and training in the production of digitized materials, totaling nearly 5 hours per week for 20 weeks.

Costs for permanently hosting and linking digitized documents will be funded by the Nebraska Library Commission. Existing staff time and scanning equipment will be used to identify materials, scan from print if necessary, catalog, provide quality-control to prepare files for posting, and link them from the NLC online catalog. Staff time is estimated at 2 hours per document.

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

No.

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

No.

7. Specify (in detail) what the grant money will be used for. Include a complete cost breakdown of the project. Please attach bids from vendors (if applicable).

\$2,200	Computer and monitor (see attached bid)
\$660	software (contained in computer bid)
\$13, 865	digitization equipment (see attached bid)
\$6,000	labor/production costs (\$10.00 per hour X 600 hrs*)
\$2,273	indirect costs at reduced rate of 10% of total direct costs as agreed to by Nebraska State agencies
\$24,998	TOTAL Costs

* 3 hours per microfiche, 200 microfiche = 600 hrs.

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

None of the partnering institutions has money in its budget to cover the initial equipment purchase for this digitizing project, nor would internal labor provide such a large amount of digitized titles. The Nebraska Library Commission is committed to host and maintain the original set of digitized fiche, including future documents and reports. Both partners will continue to produce and provide digitized microfiche and print reports beyond the initial project.

9. Please describe how this project will enhance the delivery of state agency services or access to those services.

Because microfiche is rapidly becoming an extinct medium, it's become difficult for citizens, researchers, and even state employees to easily access the information found on it. Much of the content within the Game and Parks and Department of Public

Institutions materials contains data and evidence on issues pertinent to the State of Nebraska.

10. Please describe how this project will improve the efficiency of state agency operations.

Access to a digital version of a state microfiche document will provide three distinct advantages: able to be more quickly located through keyword and subject searching by being part of a larger database, extensive viewing difficulties are diminished, and the stress of archiving or maintaining proper conditions for fiche storage lessened.

11. Please describe how this project will facilitate collaboration among other local, state and federal agencies and other public institutions.

Both the Nebraska Library Commission and the University of Nebraska-Lincoln have identified the need to migrate in-demand and relevant microfiche documents, and other Nebraska state agencies may request or select additional future materials to be placed online. This project will not only strengthen the collaboration between the NLC and UNL, but provide opportunities to interact with various other state agencies and departments as we continue on with additional documents and materials.

12. Please describe how this project will support public/private partnerships in the delivery of public services through the Official State portal, Nebraska.gov?

Nebraska.gov links to all Nebraska state agency web sites. Nebraska.gov also partners with the Nebraska Library Commission to provide an "Ask a Librarian" email/chat service, and provide web pages to answer "How do I" questions.

13. Does the project involve the licensing, permitting or regulation of business? If yes, 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.

No.

III. TECHNICAL INFORMATION

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

A computer and monitor are required that can provide the necessary memory and storage to hold large image files and accommodate storage transfer media. Digitization equipment (Scan Pro 2000) is able to provide quicker digital conversion of microfiche,

with appropriate lens to view other types of microfiche. Software (CS4) is required to repair damage, crop, enhance, and convert image files to downloadable/viewable .pdf files. Specs: (see also attached bids)

Computer Hardware: Dell Precision Workstation PWS T3400 with core 2 Quad Q6600 processor, 4 gigs of ram, 256 md pcie x16 nVidia Quadro FX570 dual dvi video card, 16X DVD+/-RW w/ Cyberlink PowerDVD and Roxio Creator Dell Ed, 19:1 media card reader. 80 gb and 320 gb hard drives, 5 year prosupport for IT extended warranty. Dell 24 inch ultrasharp 2408 WFP monitor.

Digitization Hardware: ScanPro 2000 Base Unit, with Universal Fiche Transport, opaque function and 7x to 105x lens.

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

- **Conformity with general accepted industry standards. Projects which**
- **interface with other state systems (such as distance learning systems) must meet NITC technical standards and guidelines**
- **(NITC standards and guidelines are located at: <http://www.nitc.state.ne.us/standards/>).**
- **Compatibility with existing institutional and/or statewide infrastructure.**
- **Reliability, security and scalability (future needs for growth or adaptation).**

This project will utilize the *Western States Digital Imaging Best Practices*

<http://www.bcr.org/cdp/best/digital-imaging-bp.pdf> , a nationally recognized standard for production of digital images from text, photographs, maps, and other formats. The standard specifies creation of high-resolution TIFF images as the first step. The standard for scanning from film is 400 dpi or higher. Formats such as JPEG images or PDF files are produced from the TIFFS for presentation on the web. Our project will create multi-page PDF files.

Note: The Nebraska Secretary of State Records Management Division is producing archival-quality microfilm from TIFF images. For example, TIFF images of Nebraska state agency publications are provided to RM by the Library Commission for microfilm production.

3. Describe how the project will comply with the State's Technology Access Clause: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.

While the content provided as a .PDF file requires software to view it, it is freely available for download and included in many browsers. .PDF files are searchable and able to be manipulated or read by programs that accommodate the visually impaired. These files also allow for future migration.

4. Describe how technical support will be provided.

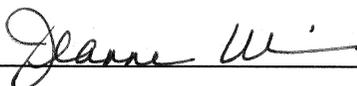
The Nebraska Library Commission will collaborate with the University Libraries' Computing Operations & Research Services (CORS) to provide technical support. CORS will be responsible for the installation and maintenance of the digital equipment and software. The Library Commission will provide the public interface and hosting for all digital content.

IV. CONTACT INFORMATION & SIGNATURE

Contact person for any questions regarding this application: Richard Graham, Media Services Librarian, University of Nebraska-Lincoln, N220 LL, UNL, Lincoln NE 68588-4100

Phone #: 402-472-5410 E-mail: rgraham7@unl.edu

Signed this 15th day of July, 2009.



Jeanne Wicks, Director, Office of Sponsored Programs
Authorizing Official, University of Nebraska-Lincoln

Computer/Software Bid

Request #HD000000027761 has been Resolved. If you have any problems, please FORWARD this notification to CORS2@unl.edu with a request to keep it open. Otherwise, this case will automatically close in 5 days.

Work Log :

6/5/2009 7:15:00 PM jcollins1

\$2200 Dell Precision Workstation PWS T3400 with core 2 Quad Q6600 processor, 4 gigs of ram, 256 md pcie x16 nVidia Quadro FX570 dual dvi video card, 16X DVD+/-RW w/ Cyberlink PowerDVD and Rozio Creator Dell Ed, 19:1 media card reader, Dell 24 inch ultrasharp 2408 WFP monitor, 80 gb and 320 gb hard drives, 5 year prosupport for IT extended warranty runs

\$130 UNL campus Microsoft fee.

\$530 for the Acrobat CS4 Master Collection (contains Photoshop and Acrobat Professional v9, etc.)

Description : Time of request: Tuesday June 2nd, 2009 9:42:16 AM

Your Name: Richard Graham

Phone: x5410

Email: rgraham7@unl.edu

Priority: Standard

Talked To CORS: No

Description: Applying for a grant for a Scan Pro 2000. I need a price quote for a computer (added RAM) and monitor (24" lcd/landscape/portrait) that can support it. Also, software to support digital image and pdf creation. Thanks!!

MIS

Microfilm Imaging Systems, Inc.

402-346-7211

2530 Harney Street

800-346-1365

Omaha NE 68131

402-346-6643 Fax

Curt@MicrofilmImaging.com

July 15, 2009

Rich Graham
University of Nebraska Lincoln
Love Library
15th and R
Lincoln, NE 68588-0410

Dear Rich:

I am pleased to submit our quotation for the ScanPro 2000 Microfilm Scanner.

ScanPro 2000 Base Unit, with	\$13,865.00
Universal FicheTransport, opaque function and 7x to 105x lens	

Optional AUTOMATIC SCANNING – scans a page from the microfilm and automatically advances to the next page and continues the process converting microfilm to computer images. Price = \$3500.00

A brochure with specifications is attached for your consideration.
If you have questions, please call me on my cell phone 402-690-7063.

Sincerely,

Curtis Reiter
President
Microfilm Imaging Systems, Inc.