

**Bay Area Library and Information System  
Technology Opportunities Grant**

**Due Friday, November 19, 2010**

Please provide the following information in a Microsoft Word document. Send the completed form to Linda Crowe, BALIS Executive Director, 2471 Flores Street, San Mateo, CA 94403 or email [crowe@plinfo.org](mailto:crowe@plinfo.org).

1. **Title of the Project** Digital Archive Kit
2. **Library/Committee applying for Funds** San Francisco Public Library
3. **Contact Name** Luis Herrera
4. **Email** citylibrarian@sfpl.org
5. **Mailing Address** Main Library 100 Larkin Street, San Francisco CA 94102
6. **Amount of Funding Requested** \$16,500
7. **Project vision statement (1-2 sentences maximum):**

This project will provide a model and toolkit for preserving neighborhood history files, clippings and ephemera which, due to physical condition and space restraints, are diminishing and disintegrating. By developing a simple process and testing a set of tools, digitization of unique neighborhood documents will increase public access and provide an opportunity for the library to further engage our diverse communities.

*Please provide the following information, up to 1,000 words per response.*

**1. One paragraph project summary.**

Many of the local neighborhood history files are diminishing due to lack of preservation. These files are not available to patrons unless they are able to frequent the specific branch physically. Our goal is to preserve and make these history files available remotely and available for all to access, whether in-person or online. Each neighborhood branch library collects rich local history article clippings, photos, ephemera and files that are not available anywhere else but only can be found in these neighborhood files. It is vital to preserve these files while we can and digitizing them makes them available to local patrons and online users thereby reaching a wider, virtual audience. The goals of this project include:

- Develop a digital archive model for similar neighborhood projects in the future. The model would include reporting and implementing best practices. Establish methods for identifying and collecting neighborhood historical information, ephemera and vertical files.
- Reach virtual users through making digital content accessible through online databases, the library catalog and the library web site.
- Connect generations of neighborhood residents through the activity of gathering, archiving, and subsequently accessing their history and experiences.

**2. Describe the population served (e.g., demographics, identified areas of need).**

The population served would be the diverse general library user population of San Francisco, both in person and online, approximately 35+% Asian, 20+% Latino, 10% African American and 30+% white. The resultant program should engage unique communities, such as the Mission District or Chinatown, and reflect the demographics, history, and culture of these neighborhoods. The project should particularly benefit neighborhoods without the individual tools or resources to be able to document and digitize the special historical and cultural resources in their community.

**3. Explain the goals and objectives of this project, and how this will help to achieve the overall goals and objectives of the organization.**

- Create a model for California libraries to digitize their local neighborhood history files.
- Achieve more visibility for the San Francisco Public Library and its programs and services.
- Build stronger collaborative partnerships between the library and community organizations.
- Expand library collections by making them accessible online.
- Minimize staff workload by enabling users to enter their collection/archive information through an online template.
- Raise awareness of the library as a resource for sourcing neighborhood collections.
- Make collections available for further learning opportunities while documenting San Francisco history.
- Provide digital access to materials (e.g. photos and documents) that are housed or owned by institutions and individuals outside the library.
- Increase remote and online users and reach users on a local, state, national and global level.
- Create a free online tutorial utilizing screenshots will take users through a step by step process for how to enter their information into the template.
- Create a “Neighborhood history features list” on the SFPL web catalog and on the homepage.
- Increase patron attendance and usage of branch collections thereby expanding lifelong learning.
- Expand the library’s role in the cultural narrative of our diverse city.

**4. Explain how the project will enhance the organization’s technology and improve current and future services.**

It will bring unique value to patrons and the organization by providing the opportunity for patrons to access history files from anywhere, anytime. It will also provide a global presence by sharing neighborhood histories and promoting lifelong learning opportunities. SFPL branch libraries are going through a renovation program and many branches have precious and important local history files that need to be preserved to prevent the loss of valuable history. Advancements in technology now enable the library to collect digital copies of items that are not owned by the library in order to make them more accessible. This project will enrich our collections, diversity initiatives, and online technology by making the collection accessible to everyone, while creating an easily implementable model that may be used at locations around the system and elsewhere.

**5. Explain how the project uses technology in an innovative or creative way.**

This project proposes to use existing technology to satisfy an age-old library need, but in a way that is new by combining technologies to create a manageable toolkit and by developing a process that directly engages the community in the activity. It will enable users to explore, research and learn more about San Francisco neighborhood history and culture in an online format. A station with scanners and laptops will be made available at branches and the main library to scan and digitize local history files and branch vertical history files. Patrons may bring in their memorable local history, such as photos and letters, to be scanned and made available for the public to use and access. As a result of these objects being scanned, patrons from branch libraries and elsewhere will have the opportunity to gain a better understanding of the history of their neighborhood and, for some, their neighbors and begin a dialogue where one may not have otherwise occurred. These digitized files will also allow historians and scholars to use our collections for research and as resources for possible publication opportunities.

**6. Is there potential for this project to be replicable and/or to have BALIS system-wide significance? Explain.**

This project is to be made replicable to each neighborhood branch to preserve neighborhood history files. An easy and navigable model will be created through this project for system-wide use. This includes Q/A, templates, and metadata tags that will enable patrons and staff access remotely. Other BALIS libraries, especially those that serve multiple neighborhoods through a branch system, could replicate the model created by SFPL for their own user needs and history preservation projects.

**7. Project timeline – (activities).**

A one year timeline is projected to preserve branch library neighborhood history files that are the most vulnerable in losing local history artifacts, history clippings, ephemera and photos. See detail below:

<b>Timeline</b>	<b>Due Date</b>
Finalize selection equipment selection	February, 2011
Acquire equipment	Late February, 2011
Complete resources for branch staff implementation	March, 2011
Implement 1 <sup>st</sup> Digitization initiative	April, 2011
Implement 2 <sup>nd</sup> Digitization initiative	May, 2011
Addition of items to publicly accessible webtool	June, 2011
Three-month evaluation	September, 2011
Six-month evaluation	December, 2011

**8. Explain how the project will be evaluated, including what measurements will be used.**

The project will be evaluated based on the completion of the digitization of all the neighborhood history files and the number of the files being preserved. The following metrics will be analyzed:

- Volume of items digitized in unique neighborhood history files
- Value (if any) attributed to specialized items made accessible via this project
- Staff time utilized in oversight and implementation of project
- Budget impacts of project, quantified
- Patron uses of newly digitized, accessible materials (assessed at 3/6/12 months)
- All content will be loaded on web/database and made freely available to patrons.

The result will be factored into a cost/benefit analysis of budget/staff impacts vs. value of additions to collection and increase in patron access.

**9. Project budget (include any matching or in-kind funds).**

<b>Item</b>	<b>Request</b>	<b>In-Kind</b>
5 Laptop computers	\$ 6,000.00	\$ 00.00
2 EPSON : 30000 - Flatbed scanner	\$ 7,000.00	\$ 00.00
3 EPSON : GT-20000 - Flatbed scanner	\$ 3,500.00	\$ 00.00
Instructional material development	\$ 00.00	\$ 8,000.00
Software	\$ 00.00	\$ 1000.00
Translation services for publication	\$ 00.00	\$ 2,000.00
Staff and volunteer development time	\$ 00.00	\$15,000.00
<b>Total</b>	<b>\$16,500.00</b>	<b>\$25,000.00</b>