

**Pacific Library Partnership  
Innovation and Technology Opportunity Grant Program**

**Due Tuesday, December 10, 2013**

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

1. Title of Project SCAN IT! Digital Film & Photo Conversion Project
2. Library/Committee applying for funding Burlingame Public Library  
Name Brad McCulley  
Email mcculley@plsinfo.org  
Mailing Address 480 Primrose Road Burlingame, CA 94010
3. Amount of funding requested \$9,438

## PLP Innovation and Technology Opportunity Grant Program

### 1. One paragraph project summary.

Continuing in the vein of our successful Burlingame Living History Project (see addendum for project details) we would like to provide the technology and means for patrons to digitize personal photographs and film. This project will serve two purposes;

- It will preserve a patron's family pictorial history and personal memories for future generations
- It will give the Library, in partnership with the Burlingame Historical Society and with the patron's permission, the opportunity to discover and archive historically relevant photos and/or home movies for the benefit of the Burlingame/Hillsborough community.

### 2. Explain how this project fits with the library's strategic directions.

The idea to preserve these pictorial legacies and potential local histories is reflected in the library's mission statement, which is: "*Burlingame Public Library is the cultural and learning center for the community. Within and beyond its walls, the library strives to preserve the past, serve the present and shape the future with opportunities to connect people and the world of information.*"

Our ongoing Burlingame Living History Project has been a complete success and the SCAN IT! Digital Photo Conversion Project will potentially help further it by creating a larger archive of preserved historical images to access. Almost every family in America has boxes of photos hidden away that need to be safeguarded for the future by converting them to a variety of formats. We hope that this project will get the whole family excited about their own history and their community's history, as well as connecting patrons to a new skill and sharable media. Everyone loves using Instagram to post pictures on Facebook and Twitter that simulate the 60's and other time periods. The SCAN IT! project will bring grandparents, parents, teens and kids together because the photos and home movies they digitize and share will actually be from 60's and other eras.

3. A description of the proposed project including the population served and the demographics of that population.

Burlingame Public Library is a medium sized library that serves a diverse service population of approximately 51,000 people (includes the adjoining town of Hillsborough). Less than 20 percent of our residents are under 18 years of age which means there is more than a reasonable chance that 41,000 residents are old enough to have a box or two of old photos slowly deteriorating. How many times have you heard or said "I really need to do something with all those photos but..."

We would like to use the PLP grant to purchase scanning/digitizing equipment that will be used to convert photographs, 35 mm film, slides and VHS to a digital format. There will be 3 scanning stations:

1. Printed photograph scanner – photographs are scanned 80 per minute with feeder attachment so people could theoretically scan a banker's box of photos in one hour
2. 35 mm film and slide scanner – scanner with special insert for film and slides
3. VHS to DVD converter – VCR player connected to laptop loaded with conversion software and able to burn DVD

Step 1: We will hold classes to help patrons learn the scanning process. A pre-scanning "certification" would be necessary to be able to use the equipment (could be in the form of a YouTube video tutorial and short quiz). Once they are "certified" to use to use these scanners/software patrons will make an appointment, bring in photos or film and happily leave the library with their own CD, DVD or flash-drive of scanned photos.

With the help of the Burlingame Historical Society we will also explain how they can help us in the process, by making them aware of what types of historically significant photographs or film we would be interested in copying or how they could donate the hard copy of these photos or film for preservation. This would not limit them to any types of photos or film they are able to scan (for example if they brought 50 baby pictures that have no historical significance to Burlingame/Hillsborough that is certainly ok), only that we would be interested in photos or film that are directly related to our communities such as photographs of buildings or houses, local events, or residents.

Step 2: Patrons have scanned 200 photos, now what? Those that are technologically challenged may not know what to do with their newly digitized "memories". Post-scanning classes will assist patrons that are new to the exciting world of digital photographs. We could offer classes such as "How to organize and find your digital photographs", or possibly classes using open source photo editing software to touchup or alter photos, or just a drop-in class with one-on-one tutorials.

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### 4. The goals and objectives of the project.

1. Help our community preserve personal and local histories and memorabilia.
  2. Create a user “learning experience” that will kindle interest in family history, local history
  3. Continue promoting transliteracy across a variety of new technologies
  4. Strengthen the continued partnership with Burlingame Historical Society
  5. Use donated resources to enhance photo archives and Burlingame Living History project
- Purchase equipment to scan photos and convert VHS to DVD by February 15<sup>th</sup>, 2014
  - Digitizing equipment will be set up and running for public use by April 20, 2014
  - 100 % of project staff will have learned both photo digitizing equipment and VHS conversion equipment by April 1st, 2014
  - 100% of project staff will have taught at least 2 classes or created video tutorials related to photo scanning, VHS conversion or digital archiving by June 1<sup>st</sup>, 2014
  - At least 30 patrons/families will have scanned/digitized some photo/film resource by June 30<sup>th</sup>, 2014

### 5. The project timeline (activities).

- **Jan** - Project Coordinator purchase equipment (Kodak Photo scanner, Mac computer, VHS player, conversion software)
- **Feb** - Project committee decide how to schedule to equipment (time limits, in person or online. Meet with BHS to discuss pre and post scanning classes: subject matter, instructors, dates
- **March** - Training for staff, create class curriculae and “best practices” hand outs, marketing and advertising for classes and use of equipment
- **April** – Begin classes and open equipment scheduling up to public, track number of photos/resources scanned or converted and percent donated to library/Historical Society
- **April-June** – Evaluate project and reassess if needed

6. The evaluation of the project.

Evaluation of the project will be based on completion of the project objectives within our deadline, as well as the number of patrons served and the number of resources digitized and preserved. A questionnaire will be used when scanning/ digitizing is completed to assess the quality of the classes/training, the number and types of items digitized, and whether this was a group/family project and the ages of persons involved and number of photos/film were donated.

7. The project budget.

Budget Items	PLP Grant	Cash match	In Kind	
<b>Salaries</b>	0	0	\$1033.60	
<b>Equipment &amp; materials</b>				
Macbook Pro laptop	\$3,527			
Kodak PS 80 Photo Scanner	\$3815.			
Plustek OpticFilm 8200i Ai Film Scanner	\$484.			
Canon LiDE110 Scanner	\$70.			
Sony VCR player	\$321.			
Teac LP-R550USB-B Turntable with CD Recorder/Cassette	\$499.			
Conversion Software		\$200		
Mobile Computer Cabinet	\$722.			
Incidentals/tax				
<b>Operations</b>				
Marketing		\$200		
<b>Sub Totals</b>	\$9,438.	\$400.	\$1033.60	
<b>Grand Total</b>				<b>\$10, 871.6</b>

Addendum: A description of the **Burlingame Living History Project**

Less than three percent of our residents are over 85 years of age and everyday more of these community members are lost and their knowledge with them. We have partnered with the Burlingame Historical Society to preserve local history and to help identify local residents that may have a “memory” of local historical significance to share. The Historical Society has for years created lists of local elderly residents that have interesting stories to tell. They do their best to record and preserve these with very little funds (haphazardly and with antiquated recording equipment) but with no way for the public to access these stories afterward. The Historical Society provides relevant photographs and we edit the film and photographs into a short 7 to 8 minute video and provide a touchscreen display located in the stacks for viewing.

This project is very similar to the California State Library *Digital Storytelling* project -- filming, editing and researching photos to provide a great visual experience while preserving knowledge and experiences. The main difference between the two is we use a touch screen viewer to display these short stories and these stations are embedded in the stacks and throughout the library for both serendipitous discovery and mapped deliberate viewings.