3-12-2014

HELIN Consortium LORI Grant Applicant Information

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Library of Rhode Island (LORI) Grant Program Application

Part 1: Applicant Information

Use the TAB key to move between fields.

Library/Consortium Name	HELIN Library Consortium
Library/Consortium Director	Robert H. Aspri
Project Director	Robert H. Aspri
Project Director Title	Executive Director, HELIN Library Consortium
Project Director Email	baspri@etal.uri.edu
Project Director Phone	401-874-5863
Project Director Fax	401-874-7631
Grant Project Title	Rhode Island Statewide Digital Repository
Anticipated number of people who will be served by the project	The entire population of Rhode Island and beyond.
Project Time Span nb: Projects cannot extend beyond 9/30/2014	4/15/2014 – 9/30/2014
Total Grant Request	$ 42,775
Cash Match	$ 0
In-kind contributions	$ 0
Project Fiscal Agent	Robert H. Aspri
Project Fiscal Agent Email	baspri@etal.uri.edu

The library or consortium named above certifies and assures that:

− It is a certified member of the Library of Rhode Island (LORI) network administered by the Office of Library and Information Services.

− This proposal is submitted as described in Parts 2-6 of the LORI Grant Program Application. Any additional costs for the project as described are understood to be the sole responsibility of the applicant. The library shall comply with all grant reporting requirements of OLIS and will make financial records associated with this project available to OLIS on request.

− All funds will be expended by September 30, 2014.

_____   _____
Library / Consortium Director   Date

Part 1A: Project Partners

Submit one form per partner. Use the TAB Key to move between fields.

Organization Name	**LYRASIS (two other project partners will be on separate forms)**
Organization Director	**Kate Nevins**
Organization Contact and Title (if different than director)	**Thomas Clareson** Sr. Digital Preservation Consultant
Organization Contact Email	tom.clareson@lyrasis.org
Organization Contact Phone	800.999.8558 ext. 2911
Organization Web Site	**http://www.lyrasis.org/LYRASIS%20Digital/Pages/Preservation-Services.aspx**
Partner Role Briefly describe partner role	LYRASIS will provide consulting and report writing services for the following tasks: •Review background documents, policies, and procedures provided by HELIN to gain familiarity with the status of the project. •Conduct one-day onsite "Smart Start" meeting visit with HELIN administration and members to review the project plan and begin discussion on project needs. •Help to develop focus group questions to be used in onsite interviews, in individual and group settings, with HELIN staff as well as member library representatives, key users, and potential stakeholders of the consortium's digital collections. •Develop survey questions to be used in a web-based survey of HELIN members to determine needs from the statewide digital repository system. •Assist in drafting stakeholder use cases, which can be extracted from the notes from a 2013 Summit Meeting on the project. •Facilitate conversations to assist in identifying a repository platform for the HELIN project. •Prepare a report/action plan detailing needs for an Implementation Grant for the project, and provide an onsite presentation of the action plan for HELIN administration and membership.

For the following sections, please refer to the Application Instructions and Process.

Part 2: Project Synopsis

Provide a brief synopsis of the project. (Maximum length: 100 words)

The purpose of this project is to collaborate with Rhode Island library and information management professionals, community and business leaders, government and education professionals, and college and university scholars to gather information in preparation for writing a grant to create a statewide digital repository for Rhode Island.

LORI Grant Action Plan
• Create a Project Management site
• Meet with Repository platform vendors
• Develop a prototype of the repository platform/website
• Identify best practices in existing repositories in other states
• Conduct facilitated workshops
• Conduct targeted surveys and questionnaires
• Engage topical working groups
• Draft stakeholder needs and use cases
• Do a scalable repository pilot

Part 3: Project Purpose

Provide a justification for the proposed project as it relates to a need or challenge for your community, consortium, or library.

The purpose of this project is to collaborate with library and information management professionals, community and business leaders, government and education professionals, and college and university scholars to gather information for a grant to create a statewide digital repository for Rhode Island. The mission of HELIN is to continually develop and sustain cooperative initiatives to enhance library resources, systems and services for all member institutions. HELIN's Vision states that, "HELIN aspires to collaboratively lead innovation in library and information services for the enhancement of higher education and learning."

HELIN's mission, vision, and cooperative and collaborative 30 year history makes it an excellent vehicle for collaborating with statewide leaders to gather information for a grant to create a statewide digital repository for Rhode Island. Creating a statewide digitization and publication infrastructure for important information resources and cultural heritage artifacts will be an invaluable educational resource for teaching, learning and research for libraries, educators and the entire Rhode Island population.

The HELIN Consortium Board of Directors began spearheading a project to create a Rhode Island Statewide Digital Repository in 2013. Initially, the aim of the project focused on collecting, digitizing and storing cultural history archives found in public libraries, special libraries, historical societies, museums, armories, and state and local government agencies that do not have there own digital repositories. Secondarily, the project aimed to collect and harvest metadata from all other existing Rhode Island repositories into the Statewide Digital Repository. This will enable the Rhode Island Statewide Digital Repository to become a "Service Hub" for the Digital Public Library of America (DPLA), aggregating Rhode Island's digital objects with others from around the world into the DPLA.

It is widely known that each college and university library in Rhode Island has a digital repository. Some special libraries and historical societies also have their own digital repositories. The challenge for this LORI grant is to conduct target surveys and questionnaires, and facilitated workshops to gather information from the "have-nots"—those public libraries, special libraries, historical societies, museums, armories and state and local government agencies that do not have a digital repository of their own. The goal of this LORI grant is to create collaborations between libraries, non-profits and state and governmental agencies, and to support libraries work on innovative projects that utilizes new technologies to expand access to library collections and services for all Rhode Islanders—in short create a statewide digital repository.

To that end, last year HELIN took the initiative to convene and fund a Rhode Island Statewide Digital Repository Summit. Approximately 40 library and information management professionals, community and business leaders, government and education professionals, and college and university scholars attended the Summit. The HELIN Board's objective in convening this event was that, through guided, facilitated discussion and sharing, a resultant strategy and priorities would emerge to guide the development of a successful implementation grant for creating a statewide digital repository offering online public access to state-wide resources including: historic and cultural heritage artifacts, and educational resources.

Throughout the 4 hour Summit, there was surprising unanimity on many points, the energy (synergy) of collaborative partnerships was evident, and there was obvious excitement that someone was finally going to lead such an initiative. It was also very evident that everyone was very grateful for HELIN for stepping up to the plate and spearheading this initiative, and making an investment for the betterment of all. The purpose of the LORI Grant will be to gather information from public libraries, special libraries, historical societies, museums, armories and state and local government agencies without repositories, and included them in a plan to create a Rhode Island Statewide Digital Repository.

Part 4: Project Design

Describe the project's design.

The goals and objectives of this project are to collaborate with library and information management professionals, community and business leaders, government and education professionals, and college and university scholars to gather information for a grant to create a statewide digital repository for Rhode Island. The grant writing would be a collaborative effort among community leaders and information professionals that would take place after the LORI Grant is over. The goal of the LORI Grant is to gather enough information in the period from May through September 2014 to write an IMLS grant and submit the grant by February 1, 2015 to fund a Statewide Digital Repository for Rhode Island.

The outputs from this grant would be the development of a prototype of the statewide repository platform and website, the identification of best practices in existing repositories in other states, the understanding of digitization priorities of stakeholders by the application and results of a targeted survey and questionnaire, and the creation of a scalable repository pilot, These outputs are described in detail below. The outcome would be the collaboration by a disparate group of professionals in collecting and analyzing data, building prototypes and pilots, and the confidence that this collaboration would grow as efforts continue toward financing and building the Rhode Island Statewide Digital Repository a reality.

The primary partners in this LORI grant—HELIN, LYRASIS, New Commons and the Reckoner Group--have identified the following Mission and Goals of the Statewide Digital Repository that will identify the project goals, objectives, outputs and outcomes for this Lori Grant:

Mission
The Online Repository of Rhode Island will serve as an open digital collection of cultural, scholarly and social content held or curated by institutions in Rhode Island and the neighboring region.

Goals
By striving to be comprehensive, inclusive and responsive to the needs of its users and partners, the Online Repository of Rhode Island will:

• Link and preserve digital content held by cultural and educational institutions of Rhode Island and the neighboring region, providing digital resource discovery in an interactive online environment

• Be an educational and cultural resource for learners of all ages and levels of educational attainment

• Provide partner organizations with professional services to support their digital content preservation and access development initiatives

• Contribute to the development of regional and national 'best practice' standards for the curation and discovery of digital resources.

• Enhance educational, cultural and commercial opportunities throughout Rhode Island and the region

The primary partners in this LORI grant—HELIN, LYRASIS, New Commons and the Reckoner Group--have also identified the following "Action Plan" including activities, tasks and methods that will be used to accomplish the LORI Grant project purpose and design.

LORI Grant Action Plan

• Create a Project Management site
• Meet with Repository platform vendors
• Develop a prototype of the repository platform/website
• Identify best practices in existing repositories in other states
• Conduct facilitated workshops
• Conduct targeted surveys and questionnaires
• Engage topical working groups
• Draft stakeholders' needs and use cases
• Do a scalable repository pilot

LYRASIS, New Commons and the Reckoner Group would provide professional services to support the work of the LORI Grant as we collaborate with library and information management professionals, community and business leaders, government and education professionals, and college and university scholars to accomplish the following tasks in our LORI Grant Action Plan.

Project Management:
New Commons and LYRASIS would serve as the project and communications manager to keep all of the professional and volunteer contributions for the LORI Gant aligned. This would include developing a project management plan for mobilizing volunteer resources of the topical working groups. An online work room would be used by the topical working groups and other volunteers in the library, business, civic, government, and digital repository community. Further, New Commons would serve as the communications manager to keep LORI Grant topical working groups and volunteers regularly informed of progress.

Meet with Repository Vendors:
LYRASIS would coordinate meetings with repository vendors for our LORI Grant topical working groups, as well as coordinate discussions on the repository selection process. The information received would be archived in the project management site for the LORI Grant final report.

Develop a Prototype of the Statewide Repository Platform/Website:
Reckoner Group will work with HELIN and our LORI Grant topical working groups to build a website prototype and then will continue to add functionality and complexity in subsequent phases, refining components and interfaces over time as further capital resources are committed. Using an agile* process, time and cost savings will be provided to HELIN and the Rhode Island community at large. Thereby building the minimum viable product and bringing it to market. Users' feedback on website improvements will be gathered analyzed and used to inform decisions related to website evolution. The information on user feedback, etc. will be archived in the project management site, and be used in the LORI Grant final report. The result of this "agile process" will be an elegant website solution that is in line with the needs and understanding of the target audience

Identify Best Practices in Existing Repositories in Other States:
A LORI Grant topical working group will study guideline sets that have been developed by a number of institutions. These guideline sets can easily be adopted and modified as needed for local practice. The topical group will also consider the following: legal implications (copyright): selection of materials; digitization practices; access; and sustainability. All information and recommendations from the topical working group will be archived in the project management site for further use in the LORI Grant final report.

Conduct Facilitated Workshops:
New Commons will design and facilitate community briefings and workshops. The briefings and workshops will inform the community of what is being done on the LORI Grant, including what is coming next and to get feedback. The feedback will be archived in the project management site to be used in the LORI Grant final report.

Conduct Targeted Surveys and Questionnaires:
LYRASIS will conduct focus group question development, survey development, and work on stakeholder use case development using Smart Start project planning onsite meeting. The purpose will be to gather information on digitization priorities and input on repository development from our community stakeholders who do not have digital repositories—those public libraries, special libraries, historical societies, museums, armories and state and local government agencies. Information from the surveys and questionnaires will be stored in the project management site to be used in the LORI Grant final report.

Engage Topical Working Groups:
The primary partners in this LORI grant—HELIN, LYRASIS, New Commons and the Reckoner Group--will engage LORI Grant topical working groups to prioritize digitization needs; community repository needs; best practices for metadata creation and digitization; stakeholders' needs and use cases; repository website design; repository prototype development; and repository selection processes. All information and recommendations from the topical working groups will be stored in the project management site to use in the LORI Grant final report.

Draft Stakeholders' Needs and Use Cases:
Lyrasis will assist in drafting stakeholder use cases, some of which can be extracted from the 2013 HELIN Statewide Digital Repository Summit Report. Lyrasis will also coordinate and help to develop focus group questions to be used in onsite interviews, in individual and group settings, with HELIN staff as well as member library representatives, key users, and potential stakeholders of the statewide digital repository.

Do a Scalable Repository Pilot:
As an early step in building a robust and intricate system statewide digital repository, it is the recommendation of the Reckoner Group to start with a minimum viable prototype that can be used to help flesh out ideas, and create a visual blueprint for the look and feel for the repository, focusing on user interface design to create the best user experience possible. The Reckoner Group will build such a prototype for the LORI Grant project which will make it easier to secure funding for the development and launch of the full repository.
Prototype components include the following:
o   Brand identity
o   Creating a three (3) month calendar that identifies milestones, tactics, and responsibilities associated with the development and execution of statewide digital repository prototype.
o   Website strategy and information architecture as it relates to user interface
o   Design and development of the website prototype

The success and sustainability of this LORI Grant depends on the effectiveness of our statewide collaborations, and the richness of our information gathering and knowledge discovery. It also depends on how effective we are with archiving the information we have gathered and turning this data visualization into a successful repository pilot.

By partnering with so many diverse groups throughout the state, including library and information management professionals, community and business leaders, government and education professionals, and college and university scholars, HELIN feels that we have harnessed the business, economic, civic, cultural, library and governmental knowledge to make this project a success—with the ultimate goal to write a successful grant for a statewide digital repository.

Finally, to help insure the success and sustainability of this LORI Grant, HELIN has responsibly partnered with LYRASIS, New Commons, and the Reckoner Group. LYRASIS, a world renowned library organization, partners with libraries and cultural heritage organizations to create access and manage information with an emphasis on digital content. Robert Leaver, founder of New Commons, a Rhode Island based small business, has over 30 years' experience in consulting, facilitation, strategic planning, and organizational design. Ely Beckman, founder of the Reckoner Group, another Rhode Island based small business, is focused on developing operational platforms and digital systems, including developing web based technology products to empower communities, collaboration and culture.

Part 5: Evaluation Plan

Describe how the project's success will be measured.

The LORI Grant will be primarily evaluated on how many of the tasks in the "Action Plan" were completed successfully, and how the information gathered and the outputs from each of the tasks will position HELIN to write a successful implementation grant for a Rhode Island Statewide Digital Repository. Final reports will be written by each of our consulting partners, LYRASIS, New Commons and the Reckoner Group. These will evaluate and address the success of the tasks they each coordinated in the "Action Plan". Finally, these reports will serve as the primary evaluation tools for measuring the outcomes and outputs of the grant.

6: Budget

Use the separate worksheet to enter budget items.