

**SOUTH CENTRAL
REGIONAL
LIBRARY
COUNCIL**



To: SCRLC Membership
 From: Elizabeth Wavle, President, SCRLC Board of Trustees
 Advisory Committee on Information Technologies and Services
 Subject: 2008 Regional Automation Program (RBDB)
 Date: May 31, 2007

This is a Request for Proposals to fund information technology projects in the South Central Region through the 2008 New York State Regional Bibliographic and Data Bases Program (RBDB). The following pages have instructions and forms to complete. Please read all pages.

ACITS has developed the following distribution of funding for 2008.

Area	Who is eligible to apply	Notes	Funding
Resource Sharing	SCRLC office.	Resource sharing management, ULS, BARC, etc.	\$ 35,000
Electronic Resources	SCRLC office.	FirstSearch, NewsBank, Gale LRC identified by Electronic Resources Committee. All databases purchased with RBDB funds will be managed by SCRLC.	\$156,709
Information Technologies	SCRLC members	ILLiad, Ariel, digitizing, continuing education, retrospective conversion, or other projects to enhance regional resource sharing. (*No more than a total of \$5,000 will be awarded for recon projects.)	\$ 27,677
			\$219,386

SCRLC members are encouraged to submit creative proposals in the category of *Information Technologies* to improve regional resource sharing through technology. All proposals should be submitted to the SCRLC office according to the enclosed instructions. Proposals will then be given to an outside review panel for evaluation and funding recommendations. Please read and follow all instructions carefully. Applications must be completed and submitted electronically to the SCRLC office by Friday, September 28. Email to jcurrie@lakenet.org

Please note that the complete application packet is on the Web in both Acrobat and Word formats at <http://www.lakenet.org/TTS/index.html>

**IMPORTANT!!! DEADLINE FOR APPLICATIONS
 IS SEPTEMBER 28, 2007 to jcurrie@lakenet.org**

SOUTH CENTRAL REGIONAL LIBRARY COUNCIL
2008 New York State Regional Bibliographic Database and
Interlibrary Resource Sharing Program

Introduction: Funds for the Regional Automation Program are provided through the New York State Library's Regional Bibliographic Data Bases and Interlibrary Resources Sharing Program (RBDB). According to legislation passed in 1990, the South Central region should receive \$219,386 annually to support approved information technology and resource sharing projects. The program follows state guidelines in <http://www.lakenet.org/ITS/RBDBguidelines05.html>

Using the SCRLC Plan of Service, the SCRLC Board's Advisory Committee on Information Technologies and Services (ACITS) has identified three major areas for funding.

- *Two of these will be proposed and managed centrally through the SCRLC office (Resource Sharing & Electronic Resources).*
- *The other, Information Technologies, is available for proposals by the membership.*

ACITS is looking to ramp up regional digitizing based on the recommendations in the document SCRLC Planning for Regional Digitization Projects, 2002. A plan of action is underway. In 2008, RBDB projects related to improving resource sharing are encouraged. ACITS recommends phasing out retrospective conversion projects over the next few years & replacing with regional digitizing projects, but recon will continue with limited funding for 2008. All proposals submitted will be forwarded to an independent review panel made up of qualified readers from outside the region, who will evaluate the proposals and recommend funding. The SCRLC Board of Trustees will receive the review panel's recommendations and forward these recommendations to the State Library's Division of Library Development, which makes the final decision on all projects.

Fundable Projects: Projects which **may be approved for funding** include those which improve access, content or training for libraries in the region and meet the priorities identified by ACITS and the SCRLC Plan of Service. Some examples are:

- Subsidy of up to 70% for software or hardware (e.g., ILLiad, Ariel, scanner, fax etc.) to improve access to regional, state, or national databases and particularly to improve access to your resources (library must show a minimum local match of 30%).
- Retrospective Conversion projects. Funding will be up to \$1 for ubiquitous records or up to \$10 for unique records. Assessment and sampling forms will no longer be required. Other bibliographic enhancement projects may be considered if they improve access for the region. A total of \$5,000 is available for such projects.
- Workshops or other programs designed to educate and train regional library staff in the use of new information technologies particularly those related to digitizing.
- Digitizing projects. Applicants must refer to the *SCRLC Planning for Regional Digitization Projects, 2002* document and the current Action Plan at <http://www.lakenet.org/ITS/index.html>

Applications must provide or explain:

1. Brief overview of, and compelling case for, the project.
2. How the project will benefit the region. What value or rarity do records or objects have to what audience?
3. How the project supports the *SCRLC Plan of Service* or the *Regional Digitization Plans*.
<http://www.lakenet.org/scrlc/docs/planofservice.html> <http://www.lakenet.org/ITS/index.html>
4. How the project will improve regional access to your records or improve access to information sources by multiple libraries/systems.
5. How converted records will be made available to the region.
6. Any training needed to successfully carry out your projects.
7. What use statistics have been gathered (SCRLC would do this for example for databases).
8. What collaborations or partnerships are involved.
9. All questions and components must be completed.
10. Cost-sharing, matching support, and in-kind support must be included on the budget page.
11. The application should be completed and sent by email to jcurrie@lakenet.org in the SCRLC office by September 28, 2007. **Late applications will not be considered.**

SOUTH CENTRAL REGIONAL LIBRARY COUNCIL

Project Application 2008 Regional Automation Program New York State Regional Bibliographic Database and Interlibrary Resource Sharing Program

Part A - Overview and General Information

Applicant: _____
Name of Library or Library System
For projects involving multiple libraries/systems, provide information for the lead agency.

Address: _____

Telephone: _____ Email: _____

Name of Project Director: _____

Title of Proposed Project:

Type of Project:

_____ Recon

_____ Other

Amount Applied For:

Is this a joint project with other SCRLC member(s)? _____ yes _____ no

If yes, list the names of the cooperating libraries/systems below and include letters of support from Directors for each participating library as attachments.

Name of Library/System

Type (Academic, Public, School, Special/Hospital)

BE SURE TO PROVIDE ALL INFORMATION REQUESTED!

Part B - Project Description and Budget

1. Project Description

Please provide a narrative of *no more than two pages*, which addresses each of the following questions in the order listed:

1. Description of Project - Briefly describe the proposed project.
2. Goals/outcome - List the goals of the project and explain their significance to the region. Describe the desired outcomes.
3. How would implementation of this project relate to strategic intentions and activities outlined in the SCRLC Plan of Service 2006-2011?
4. Evaluation - Describe the method that will be used to evaluate the results of the project. How will you determine whether this project has met its goals and outcomes?
5. Timetable - Outline the proposed timetable for the project.
6. Continuation Beyond 2008 - Will the project be maintained beyond 2008? If so, how and through what sources of funding?
7. Other Funding - What other sources of funding are contributing to the project? Why can this project **not** be funded from your regular operating funds?

2. Budget

1. Budget Summary - Provide a budget summary indicating your request and your contribution in each of the following categories:

	Request	Your Contribution
Personnel	_____	_____
Supplies	_____	_____
Equipment	_____	_____
Contracts	_____	_____
Other	_____	_____
TOTAL	_____	_____

2. Please provide a narrative of *no more than one page*, which addresses each part of the budget summary above and offers a justification for the requested expenditures in each category. *Detailed information will enhance the budget proposal*, so be sure to obtain and attach as appendices, vendor quotes or supporting documentation for any proposed purchase over \$1,000.
3. Partial Funding? Will you accept partial funding for this project if partial funding is offered? If so, what percentage of funds requested would be the minimum acceptable? Describe how partial funding would impact the project.

Important! Provide All Information Requested!
Attach Narrative to Part A and Submit by September 28, 2007 to jcurrie@lakenet.org