

**State Library of North Carolina - Library Services and Technology Act  
NC ECHO EZ DIGITIZATION STARTER GRANT  
2003-2004  
Information & Guidelines**

**What is this grant program and its purpose?**

The EZ Digitization Starter Grant Program ("Starter Grant") is a component of the Library Services and Technology Act (LSTA) project North Carolina ECHO ("*Exploring Cultural Heritage Online*"). North Carolina ECHO's goal is to use digital technologies to broaden access to the unique collections housed in North Carolina's libraries, archives, museums, and historical societies.

The Starter Grant program is to help libraries with little or no background or experience in digitization to "get started". The target library for this grant program:

- has unique material (photos, manuscripts, maps, pamphlets, etc.) which has already been arranged, cataloged and is properly stored, AND
- lacks some or all of the equipment necessary to digitize, store and make images accessible via the Internet, AND
- has staff with limited or no experience in digitizing source materials and making them available via the Internet.

The State Library sponsors the week-long North Carolina ECHO Digitization Institute that covers use of equipment and the standard digitization practices developed for ECHO. Recipients of a Starter Grant must either have a staff member who has attended the institute or be willing to send a staff person to the August 2003 session. The State Library of North Carolina will use LSTA funds to pay costs for one staff person from a funded library to attend the Institute. If a staff person has already attended the May 2002 or March 2003 Institute, an additional staff person may attend the August 2003 Institute only if space permits.

Funds awarded under this grant program are for the purchase of equipment and supplies to support digitization projects. Recipients will be expected to create digital images of unique materials that the library already owns (manuscripts, photographs, rare books, broadsides, and pamphlets, etc.) and to present the digital images over the Internet.

**Who may apply?**

This grant program is open to libraries that meet the following criteria:

- 1) public or academic libraries, specifically public libraries that qualify for grants from the Aid to Public Libraries Fund, community college libraries, libraries serving the constituent institutions of the University of North Carolina (which includes libraries serving the Area Health Education Centers and the North Carolina School of Science and Mathematics), libraries serving the member institutions of North Carolina Independent Colleges and Universities.
- 2) had a staff member attend a previous NC ECHO Digitization Institute (in May 2002 or March 2003) or will certify that they will send a staff member to the August 2003 NC ECHO Digitization Institute;
- 3) have not received a previous NC ECHO Digitization Grant. (Starter Grant recipients may apply for future NC ECHO grant opportunities.)

There will be only one starter grant awarded per library system or institution. An eligible public library system or academic institution may submit only one Digitization Starter Grant application. [Definitions: *A library system is inclusive of all outlets making up that system (e.g. Nantahala Regional Library). An institution is the parent institution of the library (e.g. UNC-Greensboro).*]

**What amount of funds may be requested?**

The maximum grant request is \$8,000; the minimum grant request is \$2,500.

### **Are local matching funds required?**

There is no matching requirement for this grant program.

### **When will the NC ECHO Digitization Institute be held?**

The NC ECHO Digitization Institute is a week-long training opportunity. Participants bring samples from their own collections and learn how to describe, digitize, store, and create a web page to display their work. It was first offered in Spring 2002 and will be offered again March 9-13, 2003. Successful applicant libraries will be guaranteed a seat at an August 2003 workshop if a staff member has not attended a previous Institute. If a staff person has already attended a previous Institute, an additional staff person may indicate interest in participating in the August 2003 session and may attend if space is available.

The State Library will use LSTA funds to reimburse the designated staff member for all expenses connected with the Institute (e.g. lodging, meals), including mileage reimbursed at the state rate. These costs should NOT be included in the project budget.

### **How may the grant funds be used?**

#### **Allowable expenditures:**

- **Computer Equipment**, including scanners, computers, and computer peripherals (i.e. printers, CD-ROM Read/Write "burners," CD "caddies," etc.) as well as sufficient memory and storage. (The use of most digital cameras as image capture devices is not considered best practice due to limited optical resolution, etc. *Any grant request that seeks funds for a digital camera must make an extremely strong case for its use.*) All computer equipment purchased with Starter Grant funds must meet at least the minimum specifications in Appendix A.
- Basic imaging **software** (e.g. Adobe Photoshop)
- **Supplies** necessary to create digital images and mount them on the Internet. Applicants must explain why an expenditure for supplies is needed.

*This grant program encourages healthy work environments. Any equipment purchased with grant funds should be ergonomically correct.*

Equipment purchase specifications for the EZ Digitization Starter Grants may be found in <b>Appendix A</b> of these guidelines.
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#### **Ineligible expenses:**

- personnel costs;
- collecting materials (i.e., this grant is designed to help libraries learn to digitize materials they already own);
- traditional arrangement, description, and cataloging of source material;
- retrospective conversion of catalog records;
- audio/video web presentations;
- purchase or update of collection management systems;
- preservation activities or materials (reformatting of media, preservation enclosures, etc.);
- outsourcing of digitization activities;
- conversion of finding aids for online access;
- travel and subsistence;
- furniture;
- supplies not directly related to allowable grant project activities;
- on-going operating costs, such as monthly Internet Service Provider (ISP) fees;
- entertainment costs;
- "overhead" or indirect/administrative costs.

*Note: Newspapers – in any format – are not eligible content for digitization in this grant program. The technology is not yet advanced enough (nor cost effective) to digitize newspapers successfully.*

### **What is the basis for selecting projects for funding?**

To be eligible for consideration, an application must be **received** by the February 20, 2003 deadline.

These criteria will be the basis for determining priority for funding among the eligible applications:

**I. Prior application of traditional methods of access and preservation**

Institutions submitting proposals must have already implemented traditional arrangement, descriptive cataloging, and preservation measures with the materials that will be digitized.

The application must demonstrate that all materials the library proposes to digitize have already been arranged, described, cataloged, and preserved. This means that they:

- are housed in preservation enclosures;
- stored in a heated and air-conditioned facility with some form of humidity control;
- are accessible in a manner that meets the standards of the library, archive, or museum professions. (i.e., has an adequate finding aid; is accessioned into a collection management system for archives or museums (automated or hard copy variety); and/or is cataloged in a manner consistent with MARC standards and is accessible through the library's online catalog).

**II. Need**

In addition to demonstrating that materials to be digitized have already been arranged, cataloged and stored properly, successful applicants must demonstrate that

- the library lacks some or all of the equipment necessary to digitize, store and make images accessible via the Internet, AND
- the staff has limited or no experience in digitizing source materials and making them available via the Internet.

**III. Content - quality and quantity**

The project proposal will include a description of the materials that will be digitized and made accessible. Because this is a "starter" grant, the content proposed for digitizing may be exploratory and "beginner" in nature, and the quantity of materials to be digitized may be modest.

If more proposals are received than can be funded, greater weight will be given to projects with content of broader statewide significance.

*Newspapers – in any format – are not eligible content. The technology is not yet advanced enough (nor cost effective) to digitize newspapers successfully.*

**Special Note:** Applicants must be able to certify that they have the right under current intellectual property law to create and make available to the public digital copies of materials proposed in their grant application. See below: V. Local Commitments Certification.

**IV. Clarity of Project Plan and Budget:**

The key activities in this Grant program, following application and award, include: staff attendance at the Digitization Institute, procurement of equipment, digitization, and sharing results in an online exhibit accessible via the Internet.

Applicants must explain how these activities will occur in the grant timeframe. For example, if a staff member has already attended the Digitization Institute, the library could order equipment and start the digitization process immediately after library representatives and the State Librarian sign the grant agreement. If a staff member will attend the August 2003 Digitization Institute, what work will happen prior to the Institute and what will happen afterwards?

Applicants must note the staff member who attended or will attend the Digitization Institute, and their role in the project. The staff member who will attend the Digitization Institute **MUST** be a principal player in the proposed digitization project. The roles of other staff or volunteers must be described.

Digitization Starter Grant funds may be spent in a limited number of ways. Applicants must provide an estimated budget for allowable equipment, software, and supplies they anticipate will be needed. Makes and models, and specifications for computers, scanners and printers must also be provided in the application to confirm that the proposed purchases meet the minimum specifications for new equipment purchases.

**V. Local Commitments Certification:**

The Library's director must certify that the applicant library meets criteria related to:

- prior preservation and storage of materials,
- appropriate traditional access,
- copyright – that they have the right under current intellectual property law to create and make available to the public digital copies of materials proposed in their grant application,
- attendance at the Digitization Institute, and
- adherence to NC ECHO "Guidelines for Digitization" standards.

If the applicant library has already sent a representative to the NC ECHO Digitization Institute, these guidelines will be familiar. Otherwise, they will be taught during the Institute.

The "Guidelines for Digitization" document is available at <<http://www.ncecho.org/Guide/index.htm>>. It includes specific best practices for scanning, storage, and use of metadata (cataloging). The State Library will make a hardcopy version of the "Guidelines for Digitization" document available upon request.

## **VI. Ability to Pay and Local Effort**

In awarding LSTA grants to North Carolina libraries, two additional factors will serve as measures of institutional need if all other factors are equal in the review of a group of grant proposals. They are:

- **Ability to pay:** The relative resources available to fund library services from local government or within an academic institution—that is, the per capita local tax base or the per FTE institutional resources will be used as a measure of its ability to pay for services locally, and
- **Local effort:** The relative local effort in supporting library services—that is, per capita support of a public library or, for academic libraries, the library operating expenditures as a percentage of the Educational and General Expenditures for the academic institution, or, for a school library, the per capita support or the library operating expenditures as a percentage of the general expenditure for the school.

The data used by State Library staff and reviewers to determine ability to pay and local effort is updated annually. Data for the current year is available at <<http://statelibrary.dcr.state.nc.us/lsta/financialfactors0304.htm>>.

### **What is the review process?**

- To be eligible for review, grant applications must be received in the State Library's Library Development Section Office (Room 210, Archives & State Library Building) by 5:00 p.m. February 20, 2003.
- Only complete applications from eligible institutions will be reviewed.
- Eligible applications will be reviewed and evaluated by State Library staff and the Access to Special Collections Work Group according to the grant program criteria. State Library Senior Management will make final decisions.
- Procedures for EZ grants allow for appeals of funding decisions. Awards are not final until the appeals process is completed.
- Announcement of funded applications will be posted to the State Library's web site (at URL: <<http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>> and <[www.ncecho.org](http://www.ncecho.org)>) by the June award announcement date.

No project funds (grant or matching dollars) may be encumbered or expended until library representatives and the State Librarian sign the grant agreement.

### **How are grant payments made?**

Grant funds are paid on a reimbursement basis. Libraries pay project expenses using local funds, and are then reimbursed for *actual* documented expenses up to the grant amount awarded.

Grant payments will only be made for expenses incurred after a library is awarded a grant and library representatives and the State Librarian have signed the grant agreement.

Grantees must submit requests for reimbursement once a quarter, at a minimum. This ensures an even flow of grant payments. This process also assists the Department of Cultural Resources in managing its monthly allocations from the state.

By the postmark date of April 15, 2004, a minimum of seventy-five percent (75%) of the grant amount must be requested for reimbursement. Requests received by this date will be paid by June 30, 2004. At the same time grantees must also estimate the remaining grant expenses that will be claimed; these expenses will be paid after June 30.

July 15, 2004, is the final deadline for grant payment/reimbursement requests to be received or postmarked. The State Library will complete all payments by August 30, 2004.

The State Library understands that costs of computer equipment change rapidly. If the proposed equipment is purchased for less than the grant award amount, the library must obtain State Library approval to use the balance of the grant funds. The State Library does not guarantee approval for additional purchases in order that all grant funds can be used.

**What reports must grantees make?**

As part of the evaluation process for this grant program, all grant recipients must complete a report on the grant project. It will be due to the State Library by September 30, 2004. The report will include a summary of grant expenditures and appropriate descriptions of the grant's impact on staff skills and on access to the special collections held by the grant recipient. The State Library will provide a form for the grant report.

**What else do applicants need to know?**

Because these grants are from federal funds administered through a state agency, all grantees must adhere to required federal and state provisions. (See **Grant Provisions**, page 8.) Please read these carefully.

**Grant program timeline:**

These deadlines apply to the 2003-2004 Digitization Starter Grants.

December 20, 2002	Guidelines and applications available to libraries.
February 20, 2003	Applications due by 5:00 p.m. *
June 5, 2003	Announcement of funded projects (at URL <a href="http://statelibrary.dcr.state.nc.us/lsta/lsta.htm">http://statelibrary.dcr.state.nc.us/lsta/lsta.htm</a> )
July 2003 - June 30, 2004	Grant project implementation period
October 15, 2003	Postmark deadline for first grant reimbursement request
January 15, 2004	Postmark deadline for second grant reimbursement request
April 15, 2004	Postmark deadline for third reimbursement request; a minimum of 75% of grant amount must be requested by this deadline. Also due: estimate of any grant balance that will be claimed after June 30.
June 30, 2004	Date by which all project funds must be spent
July 15, 2004	Final date to submit reimbursement request for balance of grant
August 30, 2004	State Library completes grant payments
September 30, 2004	Final report due to State Library

\* Must be received in the State Library's Library Development Section Office, Room 210, Archives & State Library Building.

**Instructions for preparing and collating your application:**

Your application may be one of many that reviewers will read. (Some State Library staff reviewers read more than 200 applications.) Following these instructions will make it easier for reviewers to read and evaluate your proposal:

- Use an 11-point font size or greater and margins at least 1" on all sides. Concise wording is best.
- Copy your pages front and back, if possible, on plain white paper.
- Use a header or footer, with a single page numbering system, throughout the whole document except for the initial signature page. Handwritten page numbers on attachments are acceptable.
- Repeat questions and question numbers from the application form, but do not repeat explanatory information.
- Any supplemental information or attachments should follow the completed application form.

- If you append any material not specifically requested in the application, be judicious in how much you include. Provide extracts of long documents. Reviewers can pay more careful attention to applications that are concise and supporting materials that are directly relevant.
- Staple application in upper left corner, with signature page on top.

**Where do I apply?**

Completed application forms must be sent to the address below. Send 25 copies of your full application, including one with original signatures in blue ink. All applications must be received in the State Library's Library Development Section Office (Room 210, Archives & State Library Building) by 5:00 p.m. on February 20, 2003.

<b>Delivery by US Postal Service:</b>	<b>Delivery by commercial service (e.g. FedEx), or hand delivery: RECOMMENDED</b>
LSTA Grant Applications	LSTA Grant Applications
Library Development Section	Library Development Section
State Library of North Carolina	State Library of North Carolina
4640 Mail Service Center	Archives & State Library Building
Raleigh, NC 27699-4640	109 E. Jones Street, Room 210
	Raleigh, NC 27601

**WARNING:**

**To be considered, applications must be received in the Library Development Section Office by the 5:00 p.m. February 20, 2003 deadline.**

To assure on-time receipt by the State Library, applicants are strongly encouraged to use a commercial delivery service and the Jones Street address. Packages sent via US Postal Service and the Mail Service Center address (even Express Mail) frequently encounter delivery delays, and the US Postal Service does **not** deliver directly to the Jones Street address. Any application not received by the deadline will not be eligible for consideration.

**For further information:**

Questions about Digitization Starter Grants should be directed to Donna Baker, NC ECHO Project Librarian, or Kim Cumber, NC ECHO Project Archivist; State Library of North Carolina; telephone: 919.733.2570; or e-mail: [dbaker@library.dcr.state.nc.us](mailto:dbaker@library.dcr.state.nc.us), [kcumber@library.dcr.state.nc.us](mailto:kcumber@library.dcr.state.nc.us).

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**APPENDIX A**  
**Digitization Starter Grants**  
**2003-2004**  
**MINIMUM SPECIFICATIONS FOR NEW EQUIPMENT PURCHASES**

**COMPUTER**

Processor	Recommended:	2.0 GHz or equivalent
Hard disk	Recommended:	80 GB hard drive With expansion slot
RAM	Recommended:	1 GB RAM
Video Memory	Recommended:	64 MB video memory (VRAM)
Optical devices	Recommended:	CD-RW
Removable Media	Recommended:	High-density removable (zip or Jaz drives for short-term backups)
Monitor	Recommended: Recommended:	21" SVGA monitor Supports ICC profiles

**SCANNER**

Scanning Area	Recommended:	8.5" x 14" (legal-sized) or larger
Resolution	Recommended:	1200 x 2400 optical scan resolution (not interpolated resolution) or better
Bit Depth	Recommended:	42 bit color depth or better
Dynamic Range	Recommended:	3.9
Scanner Software	Recommended:	Supports TWAIN
Accessories	Recommended:	Transparent media adapter (for negatives & slides)
Interface	Recommended:	SCSI

**PRINTER**

Resolution	Recommended: Recommended:	1200 DPI, laser color Capable of using photographic paper
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## GRANT PROVISIONS

The following state and federal provisions apply to the LSTA grant program. Libraries awarded grants must agree to comply with these provisions.

### 1. Grant Agreement and Timing of Expenditures

Official notification of the grant award must be received from the State Library and a grant agreement (formal agreement between the grantee and the State Library) signed by both the representatives of the library and the State Librarian *before* any funds may be encumbered or expended for the project.

### 2. Allowable and Unallowable Costs

Grantees must carry out the grant project according to the approved grant proposal, and all federal funds must be expended solely for the purpose for which a grant was awarded.

The following costs are unallowable and may not be proposed as grant project costs: bad debts, contingencies, contributions and donations, entertainment, fines and penalties, under recovery of costs under grant agreements (excess costs from one grant agreement are not chargeable to another grant agreement).

### 3. Legal and Regulatory Compliance

Grantees must expend grant funds in accordance with all applicable local, state, and federal laws and regulations.

### 4. Budget Revisions and Programmatic Changes

Grantees must not deviate from the approved budget and plan for carrying out the grant project as contained in the approved grant application unless prior approval is obtained from the State Library.

### 5. Records Retention

Grantees must maintain adequate financial records to ensure complete reporting, and retain programmatic and financial records relating to the grant for a minimum of three years from the due date of the final grant report.

### 6. Free and Open Competition

Purchases made from grant funds must be carried out to ensure free and open competition to the extent possible. Libraries eligible to purchase under state contract may use this option for grant purchases.

### 7. Debarment & Suspension

Transactions for the purposes of this grant will not knowingly be made with parties who have been debarred or suspended from receiving Federal financial assistance under Federal programs and activities (Debarment and Suspension Certification).

### 8. Equipment and Inventory

Equipment with unit price above \$500 purchased with grant funds must be labeled as purchased with LSTA funds and listed on biennial inventory reports requested by the State Library. If fair market value at the time of surplus or disposal exceeds \$5,000, disposal must be cleared with the State Library.

### 9. Publications and Presentations

Grantees are expected and encouraged to publicize projects in available and appropriate media outlets. Public relations releases concerning the project, or any publications or materials produced as a part of the grant project, must include the following statement: "This project is 100% supported with federal LSTA funds made possible through a grant from the Institute of Museum and Library Services, administered by the State Library of North Carolina, a division of the Department of Cultural Resources." Copies of any publications or materials produced under the grant must be submitted to the State Library.

### 10. Lobbying

Grantees are prohibited by federal law from using grant funds to pay costs associated with lobbying Congress or the public for purposes of influencing elections, legislation, or the award of any federal funds. Grantees receiving an award of over \$100,000 must file a certification regarding lobbying.

### 11. Non-discrimination

All library services provided as a result of the federal grant funds must be available without discrimination to all members of the community served. Participation may not be denied on the basis of race, color, national origin, handicap, age, or sex.

### 12. Audit Requirements

Grant funds must be audited in compliance with state and federal audit requirements for local governments and public authorities, institutions of higher education, and non-profit organizations, and, as applicable, according to the standards of the Single Audit Act of 1984 as amended 1996.

## SOURCE DOCUMENTS:

General Statute 143-6.1 and applicable prescribed requirements in the Office of the State Auditor's Audit Advisory #2 "Rewrite of G.S. 143-6.1 entitled "Nonprofits State Funds Accountability Act -- Reports on the Use of State Funds by Non-State Entities" including its attachments.

Office of Management and Budget (OMB), Circular A-87 Revised, ("Cost Principles for State, Local, and Indian Tribal Governments"). OMB Circular A-21, ("Cost Principles for Education Institutions"). OMB Circular A-122, ("Cost Principles for Non Profit Organizations").

Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Section 6101 of the Age Discrimination Act of 1975; The Americans With Disabilities Act of 1990; subject to certain exceptions, Title IX of the Education Amendments of 1972.

Code of Federal Regulations, 31 U.S.C. Section 1352 (certification regarding lobbying).

Code of Federal Regulations, 45 CFR Part 1183, ("Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments").

OMB Circular A-133 Revised, ("Audits of States, Local Governments, and Non-Profit Organizations").

**State Library of North Carolina - Library Services and Technology Act  
NC ECHO EZ DIGITIZATION STARTER GRANT  
2003-2004  
Application**

***DUE DATE: Received by 5 p.m. February 20, 2003 in the Library Development Section Office, Room 210.***

**INSTITUTION / LIBRARY:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**U.S. CONGRESSIONAL DISTRICT** (in which headquarters library is located): \_\_\_\_\_

**CONTACT PERSON / TITLE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**GRANT AMOUNT REQUESTED (in whole dollars)** \_\_\_\_\_ **\$**  
Total grant amount requested (maximum \$8,000, minimum \$2,500)

**ABSTRACT:** In the space below, tell briefly what your project will do.

**CERTIFICATION AND SIGNATURES:**

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying institution/library.

\_\_\_\_\_  
Printed name of library director

\_\_\_\_\_  
Printed name / title of local government or Institutional authorizing official

\_\_\_\_\_  
Signature, Library Director

\_\_\_\_\_  
Signature, above official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**SUBMISSION INSTRUCTIONS:**

Your application may be one of many that reviewers will read. (Some State Library staff reviewers read more than 200 applications.) Following these instructions will make it easier for reviewers to read and evaluate your proposal:

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LSTA Grant Applications	LSTA Grant Applications
Library Development Section	Library Development Section, Room 210
State Library of North Carolina	State Library of North Carolina
4640 Mail Service Center	Archives & State Library Building
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**DO NOT INCLUDE THIS PAGE WITH YOUR COMPLETED APPLICATION**

**1. PRESERVATION AND ACCESS:** (Answer briefly in the space available.)

a. How are the materials you propose to digitize currently **stored**? Address both storage containers and the physical environment / facility.

b. Describe how your records are arranged.

c. Describe the method you use to make information about your holdings accessible to users (e.g., finding aid, card catalog, online catalog, etc.) for the materials you propose to digitize. Attach one sample page from your finding aid, or a one-page sample printout from your collection management system, or a photocopy of no more than four catalog cards selected from the collection you plan to digitize. (Be sure to label the attachment.)

[Note: If it is not readily apparent that the sample is consistent with accepted professional standards, provide a brief explanation justifying why the method provides appropriate and user friendly access.]

**2. NEED:**

a. What equipment (hardware, software, and supplies) does your library need in order to start a digitization project? Why?

b. Describe your staff's training and experience with digitization, including making the images available via the Internet. If staff has had no training or experience, please state this.

**3. CONTENT:**

a. Describe what you propose to digitize **during the timeframe of this grant**. Include an estimate of the size of the collection(s) and why this content is significant.

- The library must already own the content and/or have the intellectual property rights that allow the library to mount the material on the Internet.
- Greater weight will be given to content of broader statewide significance.

b. After the grant period ends, describe what you think you might digitize in the future.

**4. ACTION PLAN:**

a. Digitization Institute. Complete the appropriate sentence:

\_\_\_\_\_ from our staff attended the Digitization Institute in \_\_\_\_\_.  
(name) (month/year)

**OR**

\_\_\_\_\_ from our staff will attend the Digitization Institute in August 2003.  
(name)

b. Using the space provided, please outline your project timeline. Include the key actions, completion date, and the person responsible for the activity. Please be sure that you include the following information on the timeline:

- When you will buy and install the equipment, and who will do the installation work.
- When you will digitize the content and make it available via the Internet and who will do this work?
- The Digitization Institute dates if a staff member will be attending.

Project Action Plan/Time Line

**5. BUDGET:**

- a. Using the following table, indicate the estimated costs for the equipment or supplies you intend to buy through this grant.
- b. Provide a brief narrative explaining the expenditures (what it is for; why it is necessary and relevant for the project).

*Round totals to whole dollars.*

<b>EQUIPMENT</b>	<b>Quantity</b>	<b><u>Unit Cost</u></b>	<b><u>Total \$</u></b>
<b>Computer workstation</b>	_____	_____	_____
<b>Scanner</b>	_____	_____	_____
<b>Computer peripherals</b>	_____	_____	_____
<b>Printer</b>	_____	_____	_____
<b>Software (specify)</b>	_____	_____	_____
<b>SUPPLIES (specify)</b>	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>OTHER (specify)</b>	_____	_____	_____
_____	_____	_____	_____
<b>TOTAL PROJECT COSTS</b>			_____

If you plan to buy a computer, a scanner, and/or a printer, complete the appropriate grids below. (Specifications must meet or exceed the minimums outlined in Appendix A of the Information & Guidelines.)

Computer Make, model	Processor speed	Hard Drive size	RAM	Monitor size	Video Memory	CD ROM Read/Write

Scanner Make, model	Scan Bed Size	Resolution (actual not interpolated)	Computer interface (SCSI, etc)

Printer Make, model	DPI	Laser	Color	Capable of using photographic paper

## 6. LOCAL COMMITMENTS CERTIFICATION:

Libraries that are recipients of an NC ECHO EZ Digitization Starter Grant must agree to the following. Please initial to the right of each element.

All materials proposed for digital reproduction using funds from this grant are stored in appropriate preservation enclosures and are under stable environmental (humidity, light, and temperature) conditions.

\_\_\_\_\_

All materials proposed for digital reproduction using funds from this grant have appropriate forms of "traditional access": finding aids and/or library online catalog records.

\_\_\_\_\_

The copyright of materials to be reproduced digitally by this grant program are a) in the public domain, b) held by the library, c) used by the library with the written permission of the copyright holder for publication on the World Wide Web; or d) materials that will be utilized pursuant to fair use governed by the Copyright Act, 17 USC § 107 et seq. The entity holding copyright agrees to the publication of digital copies of their materials as specified in this document on the World Wide Web.

\_\_\_\_\_

A staff member has attended, or will attend in August 2003, a North Carolina ECHO Digitization Institute.

\_\_\_\_\_

*The following points will be explained and taught during the Digitization Institute:*

All materials proposed for digital reproduction using funds from this grant will have master and access images created and stored in appropriate resolution, format, and storage media, as described in the "Guidelines for Digitization" document.

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All digital products created using funds from this grant will incorporate appropriate Dublin Core and/or MARC record forms of access.

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Any digital products created through use of funds from this grant will be made accessible over the World Wide Web.

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Signature, Library Director

\_\_\_\_\_  
Date