

Budget Justification Narrative

Personnel

Permanent Staff:

Barry B. Baker, Director of Libraries, University of Central Florida (UCF) is the Principal Investigator. His activities will include project planning, financial management, and budget monitoring, attending meetings and other project business as an in-kind contribution of 10% of salary. He will serve as chair of the Steering Committee.

Mary Anne Hodel, Library Director, Orange County Library System (OCLS), and Wanda Edwards, Curator of Collections and Library/Archives, Orange County Regional History Center (OCRHC) will serve as Co-Principal Investigators. Their activities will include assistance with project planning and financial management and attending meetings and other project business as an in-kind contribution of 5-10%. They will both serve on the Steering Committee. Mary Anne Hodel will also chair the Marketing/Conference Working Group.

Other permanent staff of participating institutions will contribute a significant amount of time (5-25%) as an in-kind contribution to CFM in their area of expertise. Serving as members of the Operations Committee, they will also serve on one or more working groups consisting of the Curators Working Group, Metadata/Cataloging Working Group, Story Line Working Group, Marketing/Conference Planning Working Group and Evaluation/Assessment Working Group. (See Organization Chart in Attachment 7)

It is anticipated that the Steering Committee and the Operations Committee will meet bi-monthly. The working groups are subcommittees of the Operations Committee. Committee and working group time is considered as a portion of in-kind contribution.

Donna Cohen, Library Director, Olin Library, Rollins College, will serve on the Steering Committee, the Evaluation/Assessment Working Group, and the Marketing/Conference Working Group. She will provide leadership and coordination for the Rollins project team.

Karen Jacobs, Coordinator of the Museum of Seminole County History (MSCH), will be involved in the selection of materials from the Museum of Seminole County History to be added to the digital collection and will provide descriptive information working with the Project Cataloger. She will also participate in the development of new story lines and the enhancement of previously existing story lines. She will serve on the Steering Committee, the Curators Working Group and the Story Line Working Group. She will coordinate the MSH team.

A brief description of the role of additional permanent staff participating in the project is as follows:

Cynthia Cardona, Photo Archivist, OCRHC, will be involved in the selection of materials from the Orange County Regional History Center collections to be added to the digital collection and will provide descriptive information working with the Project Cataloger. In addition she will

participate in the development of new story lines and the enhancement of previously existing story lines as new images become available. She will attend meetings of the Curators Working Group, the Story Line Working Group, and other meetings for CFM as necessary. She will also serve on the Operations Committee.

Lyn Case, Special Collections Cataloger, UCF, will serve as a member of the Metadata/Cataloging Working Group and will attend other meetings as necessary. She will assist in the development of Metadata/Cataloging policy and procedures.

Sheri Chambers, Digital Content Manager, OCLS, will provide web design and support.

Page Curry, Scanning Supervisor, UCF will be responsible for photographing material and will supervise student scanning technicians. She will review images for adherence to standards and prepare images and metadata for upload.

Dawn Feavyour, Senior Staff Assistant, MSCH, will assist in the photographic and computer needs of the project. She will also assist in the preparation of descriptive information needed for image metadata.

Joe Gillette, Archivist, OCRHC will be involved in the selection of materials from the Orange County Regional History Center collections to be added to the digital collection and will provide descriptive information working with the Project Cataloger. In addition he will participate in the development of new story lines and the enhancement of previously existing story lines as new images become available. He will attend meetings of the Curators Working Group, the Story Line Working Group, and other meetings for CFM as necessary. He will also serve on the Operations Committee.

Gregg Gronlund, Head, Special Collections, OCLS, will be involved in the selection of materials from the Orange County Library System collection to be added to the digital collection and will provide descriptive information working with the Project Cataloger. He will also participate in the development of new story lines and the enhancement of previously existing story lines as new images become available. A member of the Operations Committee, he will attend meetings of the Curators Working Group and the Story Line Working Group and other meetings as necessary.

Dannie Helm, Senior Archivist, UCF, will be involved in the selection of materials from the collections of the University of Central Florida Libraries to be added to the digital collection and will provide descriptive information working with the Project Cataloger. She will serve on the Story Line Working Group and the Curators Working Group and as a member of the Operations Committee.

Selma Jaskowski, Head, UCF Libraries Systems & Technology, will attend Operations Committee meetings and Steering Committee meetings as required. She will coordinate image production, web design, and CONTENTdm digital collection development activities.

Raynette Kibbee, Administrative Assistant, UCF, will provide office support for the project.

Joel Lavoie, Coordinator, Computer Applications, UCF will organize and maintain the digital collection in CONTENTdm, update and configure the CONTENTdm software, test access to the digital collection, and assist in changes to the web site design.

Edna McClellan, Head, Technical Services, Rollins College, will serve on the Metadata/Cataloger Working Group and will attend other meetings as necessary. She will assist in the development of Metadata/Cataloging policy and procedures.

Kathryn Robinson, Head, Division of Reference and Information, OCLS, will serve as chair of the Story Line Working Group and as a member of the Operations Committee.

Meg Scharf, Associate Director, Public Services, UCF, will serve on the Operations Committee, the Marketing/Conference Working Group and as chair of the Evaluation/Assessment Working Group.

Carla Summers, Head, Special Collections, UCF, will be involved in the selection of materials from the collections of the University of Central Florida Libraries to be added to the digital collection and will provide descriptive information working with the Project Cataloger. She will serve as chair of the Curators Working Group and as a member of the Metadata/Cataloging Working Group and the Operations Committee.

Linda Sutton, Head, Cataloging Services, UCF, will serve as chair of the Metadata/Cataloging Working Group and will attend meetings of the Operations Committee and other meetings as necessary. She will assist in the development of Metadata/Cataloging policy and procedures.

Wenxian Zhang, Head, Archives & Special Collections, Rollins College, will be involved in the selection of materials from the collections of the Olin Library of Rollins College to be added to the digital collection and will provide descriptive information working with the Project Cataloger. He will serve as a member of the Operations Committee and will attend meetings of the Curators Working Group and other meetings as necessary.

Temporary Staff:

Support is requested to fund the salary and fringe benefits for a Cataloger. Working with library and museum curators and other staff, the cataloger will review images and descriptive information prepared by each partner institution. The cataloger will also perform original and complex copy cataloging from digital images scanned from various formats, applying metadata standards as outlined in the *Handbook for Developing Metadata Standards* (Attachment 3). It is estimated that 1,200 to 1,500 metadata records will be created during the project period. Some travel to partner institutions will be involved. (See Attachment 10 for position description)

Funding is requested to fund a temporary position of Digital Services Librarian, who will monitor production processes and work with the project Cataloger to ensure that metadata standards are met. This position will also work with the Scanning Supervisor to finalize material for upload. The Digital Services Librarian will also work with partner institutions to facilitate project workflow. This position is .5 FTE. (See Attachment 10 for position description)

Funds to support three FTE scanning assistant positions for preparation and scanning are also requested. These positions are hourly wage positions and will be filled by University of Central Florida undergraduate student assistants. (See Attachment 10 for position description)

Funds are needed for a .5 FTE Support Technician position. Working with the Coordinator, Computer Applications, the technician will test access from CONTENTdm, check links to the CFM web page and assist with installation of software as well as answer support questions from partner institutions. (See Attachment 10 for position description)

Fringe Benefits

The fringe benefits percentage varies with each partner institution and in some cases varies within institution. With the exception of the Cataloger position, all fringe benefits are cost share contributions.

Consultants

Support is requested to enable CFM to include the expertise of two consultants with extensive experience in the design of educational curriculum. CFM is fortunate to have educational curriculum consultants, Cynthia Hutchinson, a university faculty member, and Lydia Delius, a K-12 educator involved in the project. They will be hired on a contractual basis to help address two of the goals of the project:

- Create an extensive digital resource for scholars, students, teachers, genealogists, Central Florida residents, visitors and the general public, promoting life long learning.
- Provide an innovative digital resource for K-12 teachers and parents to bring alive the region's history into existing and new lesson plans.

They will design lesson plans for K-12 teachers to incorporate the website into their curriculum. An online scavenger hunt will be created to introduce students to the website. A unit on *The Yearling* will be created to integrate English language arts with the social sciences curriculum. Also the educators will present at local and regional conferences to introduce the website to teachers in the state of Florida and to answer questions about the teaching materials created.

Travel

As required in the IMLS NLG guidelines, \$4,000 is requested to support the cost of attending IMLS sponsored workshops and conferences. It is anticipated that two persons will attend each event.

Materials, Supplies and Equipment

OCLC's CONTENTdm software was used during the pilot phase of CFM with an initial license for up to 8,000 objects being purchased by the University of Central Florida Libraries in early 2003. CONTENTdm is software available from OCLC that enables libraries to create metadata and establish digital collections. Metadata added to CONTENTdm will be harvested and automatically added to WorldCat. CONTENTdm was initially selected because of outstanding functionality and ease of use (see Attachment 6 for features of CONTENTdm).

Support is requested to purchase a Level Three license for up to 64,000 objects.

Equipment consisting of a Kodak high-speed scanner with a dockable flatbed and a Dell server (Pentium 4, 2.8 GHz, 2 GB RAM, 250 GB HD) will be purchased to support expanded creation of digital images. Currently the CFM database resides on a shared server at the University of Central Florida Libraries. With an expected production of over 50,000 images for this phase, a server devoted totally to CFM is required. An additional scanner is needed to support the increase in volume of materials to be scanned during the year. The University of Central Florida Libraries will contribute 50% of the equipment cost.

Services

CFM will be publicized to the Central Florida community with an emphasis on schoolteachers, school children, local museum curators and historical society members. Support is requested to enable CFM to publicize its activities through presentations by partner institutions to in-training sessions for K-12 educators, development of animated software, which will be provided to each school, and promotional materials such as postcards and buttons. In addition local museum & archives staff and historical society board members will be invited to attend a one day conference in Orlando, with the goal of providing assistance to museums, historical societies and libraries in digitizing materials in their collections as well as establishing a mechanism to share expertise and technical knowledge.

Support is requested to contract for the digital conversion of two titles held on microfilm: the Rollins College Newspaper *Sandspur* and the Orange County voter records. Estimated cost for scanning for 36,100 images is \$5,869. Quote for Microimaging Sources, Inc. is Attachment 13