CONN LIBRARY   DR. STANLEY GARDNER
(402) 375-7257   LIBRARY DIRECTOR

May 23, 2002

Greg Lemon
State Records Board
Suite 2300, State Capitol
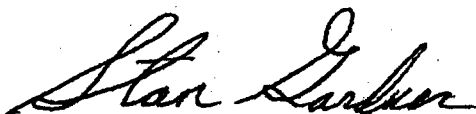P.O. Box 94608
Lincoln, NE 68509-4608

Dear Mr. Lemon:

Attached is an application for a State Records Board Grant to improve access to public information.

The grant itself explains what we are asking for and why, but I feel I need to add an explanatory note that the questions in the grant don't cover.

This grant application allows the digital conversion of both microforms and ultrafiche. The digitalization of normal microforms is not as expensive as that of ultrafiche. Ultrafiche is a limited medium that is not used much anymore because of its difficulty in reading, printing, and accessing equipment to do these things. Wayne State College has one of the few Ultrafiche collections in the state. We are constantly receiving requests for access to the information contained in this collection of materials, but when told that we only have a reader, and that it requires special equipment to read, those people making the requests are disappointed that we can not supply their needs in a reasonable amount of time or fashion.

I believe that I have stated our case, that the on-going costs of this service far out weights the one time cost of the equipment. If not, or if you have any other questions, please contact me.

Sincerely,

Dr. Stan Gardner
StGardn1@wsc.edu

Nebraska State
Records Board
State Capitol, Suite 2300
Lincoln, NE 68509

John A. Gale
Chairman
(402) 471-8606
http://www.nol.org

APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION

Agencies desiring grants from the Nebraska State Records Board for projects to improve access to state government information should complete this application and follow any procedures outlined in this application and any accompanying materials.

1. Name of agency applying for grant: Wayne State College, Conn Library

2. Title or brief description of project: Microform Digital Scanner

3. Grant request amount: $8,950.00

    A.   Microform scanner = $7,850

        The Microform scanner includes both the hardware and the software to allow digital scanning, and transfer to e-mail, Ariel, or other uses of the digital files.

    B.   Ultrafiche reader = $300

        The Ultrafiche reader requires a lens of 150x magnification. This is beyond the capabilities of the standard microform reader. It requires special equipment to read the Ultrafiche. The existing Ultrafiche reader will have to be modified to allow the digital scanner to operate. See attached letter from "Indus International, Inc."

    C.   Interface screen x 2 = $800.00

        The Interface screen is what allows the scanner to read the microform itself. Since we want to scan both Ultrafiche and other microforms, we have to have one for each type of machine. The Minolta 605Z will read both microfiche and microfilm, while the Ultrafiche reader will read only Ultrafiche.

4. Will there be a fee for accessing records associated with this project?
   NO

5. If yes, provide any statutory reference or authorization for the fee.

6. Please describe the project in detail (you may attach this description)

The Conn Library at Wayne State College has over 600,000 microforms of books, articles, thesis, newspapers, historical records, and government records. Currently the majority of these materials may be printed on paper at cost and sent to whomever requests them. However, we can not send these materials electronically. In addition, we have a small number of items on Ultrafiche that we can not print. In order to use these 4,000 plus historical records, a person must come to the library, read them, and make notes of the documents.

We would like to purchase a microform digital scanner and software that would allow us to send copies of any the library's microforms electronically to anyone in Nebraska who requests them.

7. Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service:

The primary beneficiaries of this project would be the citizens of Nebraska. We have many public libraries and school libraries that request this information. In addition, we have some city and county governments that request governmental information.

We already provide this information, at cost, to anyone who requests it, where possible. This would enhance the service and improve access of these services. It would establish the ability to make electronic copies and transmit them at no cost to the user, which we can not now do.

8. Estimated timeline for implementation:

The timeline would depend on at availability of funding. We would implement this service immediately upon receiving the equipment the funding would allow. If funding were made available in July, 2002, I would estimate that it would take a couple of months to have everything in place. We would have to request bids for the equpmentt and software, as required by the state purchasing regulations. Based on this assumption, it is anticipated that we could provide the service by September, 2002.

9. Agency contribution to project (labor, equipment etc.):

This would be an on-going commitment to providing service. Service is one of the primary functions of a library. We would provide personnel to respond to requests for information, the labor to scan materials, the electronic links to transmit the requested resources, and the on-going purchase of materials available to everyone in Nebraska.

In addition the college would provide equipment to complete this project. Two Microform readers: the Ultrafiche reader was just purchased this past year at a cost of $850; the Minolta reader/printer was purchased five years ago at a cost of $8,000; and a desktop computer valued at $1,300. The equipment the college would supply is valued at $10,150. This is more than the requested amount for this grant project.

10.

A. Has this project ever been submitted as a budget request?

This has been submitted as a budget request. However, with the constraints the state funding and specifically the college is facing, the funding was not available.

B. Does the project require additional statutory authority?

No

C. Why is the grant money needed for the project, and, if applicable, how will the service be sustained once the grant money is expended?

Money is not available locally for the equipment, and the big on-going cost of this project is labor and the informational resources. This is already a part of the mission of the college - to provide educational resources and information to the citizens of Nebraska. Acquiring the informational resources (microforms) is an on-going part of our regular budgetary process.

11. Please describe how this project will enhance the delivery of state agency services or access to those services (you may attach a separate sheet if needed):

As a college library and a government depository, our primary responsibility is to provide information and access to information. Currently the process to provide this information is somewhat clumsy. There are two main ways to access microform information from Conn Library. The first is to physically come to the library, look up what is desired, print it off, or make notes where the material is not available to print (see #6 above). The second way, is to call, e-mail, or write asking that information be sent. This can be very slow and time consuming, since it takes personnel time, we have to charge for copying materials, postage, and any other incidental expenses incurred.

With a digital scanner, we could send the information electronically, thus eliminating the cost of photocopying and postage. In addition, we would save personnel time by efficiencies inherent in the electronic transmittal of information.

12. Please describe how this project will 1) Improve the efficiency of agency operations; 2) Facilitate collaboration among state agencies; 3) Facilitate collaboration between state agencies and other public institutions; Support public/private partnerships in the delivery of public services (you may respond to any or all of these criteria in your answer, attach additional pages if needed)

    A.   Improve the efficiency of agency operations.

        Reduce the amount of time personnel have to handle pieces of paper, postage, and processing time per request. Create a new method of access to the existing information.

    B.   Facilitate collaboration among state agencies.

        State agencies often request information from us. This would improve the process to provide informational services in a timely fasion.

C.   Facilitated collaboration between state agencies and other public institutions.
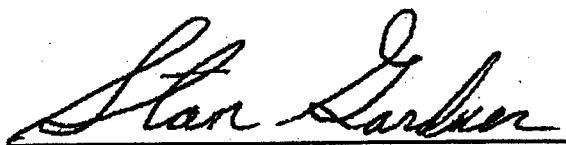
Perhaps the biggest user of our services are libraries - either public libraries or school libraries on behalf of their users (citizens of Nebraska). This project would improve the time those services were provided, and reduce the cost to everyone involved.

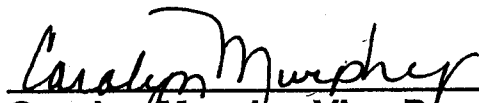D.   Support public/private partnerships in the delivery of public services.

In addition to the public supported agencies, we also work with a number of private non-profit organizations to provide governmental or historical information. In order to provide these services, they have to be there to make the request, they have to know that we will provide these services, and the physical means to transmit the information has to be in place. Wayne State College contracts with Qwest to provide telecommunication lines that are IP compatible. Without these telecommunications links, we could not provide many of the services we do, to our students and the libraries in Nebraska.

13. Contact person for any questions regarding this application:

Dr. Stan Gardner, WSC Conn Library Director,
Phone: 402-375-7257
E-mail: StGardn1@wsc.edu

Signed this 17 th day of May, 2002

Carolyn Murphy, Vice President for Administration and Finance

Please Return to: State Records Board, Suite 2300, State Capitol, P.O. Box 94608, Lincoln, NE 68509-4608

5

Date: May 16, 2002

To: Mr. Stan Gardner – Wayne State College
From: Mr. Ameen Ayoob

Subject: ScreenScan for Reader and Reader Printer

Further to our telephone conversation last week I am describing in detail how you will work with the system that has been proposed.

You already have an Indus 455-6 Ultrafiche Reader and a Minolta Reader Printer.

You plan to purchase a ScreenScan Model PC digitizer and two screens. The two screens will be cut and modified to fit the 455-6 Ultrafiche Reader and the Minolta Reader Printer respectively, and both will also fit the ScreenScan digitizer.

When you need to use the Screen Scan with the Minolta Reader Printer (this is used more frequently than the 455-6) you will install the ScreenScan to the modified screen that fits the Minolta Reader Printer. When you need to install the ScreenScan to the 455-6 Reader, you will remove the ScreenScan digitizer from the Minolta Reader Printer screen and mount it on the 455-6 screen. This will require you to remove two screws using a special supplied hand tool.

Each time you change the digitizer from one reader to the other, it will be necessary that the system be re-caliberated. This is a very simple and short procedure that is explained clearly in the ScreenScan instruction manual. The re-caliberation is done through the software and the hardware operates on its own for the re-caliberation process. Takes about one minute.
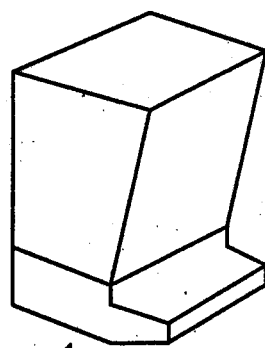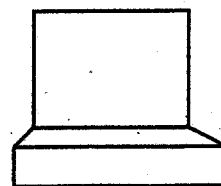
Special Screen for
455-6
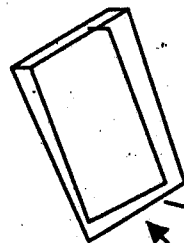
Special
Screen for
Minolta
Reader
Printer ↓

455-6 Reader

Screen Scan
Digitizer

Cable to
computer

Minolta
Reader
Printer