

**CALIFORNIA STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)
FISCAL YEAR 2016/2017 STATEWIDE GRANT APPLICATION**

ELEMENT 1: BASIC INFORMATION (please see application instructions for additional information)

Applicant Information

- | | | | | | | | | | |
|---|---------------------------------|--------------|--------------|------------|-----------------------------|----------|----|-------|---|
| <p>1. Library/Organization
Pacific Library Partnership</p> <p>3. Project Coordinator Name & Title
Barclay Ogden, Co-Coordinator / Julie Page, Co-Coordinator</p> <p>5. Business Phone Number
510-642-4946</p> <p>6. Mailing Address</p> <table border="0"> <tr> <td>PO Box or Street Address</td> <td>City</td> <td>State</td> <td>Zip</td> </tr> <tr> <td>20 Doe Library, UC Berkeley</td> <td>Berkeley</td> <td>CA</td> <td>94720</td> </tr> </table> | PO Box or Street Address | City | State | Zip | 20 Doe Library, UC Berkeley | Berkeley | CA | 94720 | <p>2. Library's DUNS Number
830926072</p> <p>4. Email Address
bogden@library.berkeley.edu</p> <p>510-642-4664</p> |
| PO Box or Street Address | City | State | Zip | | | | | | |
| 20 Doe Library, UC Berkeley | Berkeley | CA | 94720 | | | | | | |

Project Information

- 7. Project Title** California Preservation Program
- 8. LSTA Funds Requested** \$186,384
- 9. Cash Contributions** \$0
- 10. In-Kind** \$41,717
- 11. Total Project Cost** \$228,101
- 12. California's LSTA Goals** *(Check one goal that best describes the project)*
- | | | |
|--|---|--|
| <input type="checkbox"/> Literate California | <input checked="" type="checkbox"/> Content Creation/Preservation | <input type="checkbox"/> Community Connections |
| <input type="checkbox"/> 21 st Century Skills | <input type="checkbox"/> Bridging the Digital Divide | <input type="checkbox"/> Ensuring Library Access for All |
| <input type="checkbox"/> 22 nd Century Tools | <input type="checkbox"/> Information Connections | |
- 13. Number of persons served** *(Number of persons who use or will benefit directly from this project)* _____
- 14. Primary Audience for project** *(Select all that apply.)*
- | | |
|--|--|
| <input type="checkbox"/> Adults | <input type="checkbox"/> Pre-School Children |
| <input type="checkbox"/> Families | <input type="checkbox"/> Rural Populations |
| <input type="checkbox"/> Immigrants/Refugees | <input type="checkbox"/> School Age Children |
| <input type="checkbox"/> Intergenerational Groups (Excluding Families) | <input type="checkbox"/> Senior Citizens |
| <input checked="" type="checkbox"/> Library Staff , Volunteers and/or Trustees | <input checked="" type="checkbox"/> Statewide Public |
| <input type="checkbox"/> Low Income | <input type="checkbox"/> Suburban Populations |
| <input type="checkbox"/> Non/Limited English Speaking Persons | <input type="checkbox"/> Unemployed |
| <input type="checkbox"/> People with Disabilities | <input type="checkbox"/> Urban Populations |
| <input type="checkbox"/> People with Limited Functional Literacy | <input type="checkbox"/> Young Adults and Teens |
- 15. This signature certifies that I have read and support this LSTA Grant Application.**

Library Director Name: Susan Hildreth **Title:** Chief Executive Officer

Mailing Address 2471 Flores St. **City** San Mateo **Zip** 94403-2273
(if different from above)

Library Director Signature: _____ **Date:** _____

ELEMENT 2: PROJECT BACKGROUND AND SUMMARY

Describe how this project was identified as a need, how it relates to your library's strategic plan, what will be accomplished if this project is implemented, and how you will know whether your project is successful. Summary should relate to activities in the timeline (Element 4) and include statistical info to support the project.

The California Preservation Program (CPP) is California's only statewide service to assist libraries and archives protect, preserve, and ensure future access to California's document heritage. Surveys undertaken in 1993, 1998, and 2005 all confirm that within the last 25 years most of California's historically significant books and documents, moving image and sound recordings, and digital files have become seriously at risk of loss: large numbers of 19th and early 20th century paper books and documents are now too brittle to be handled safely, most audio/visual materials need playback equipment that no longer is made, and many digital recordings in formats and storage media as little as a decade old can no longer be "read" by modern computer equipment. Worse, library disasters (a library fire every two days nationwide) continue to destroy both heritage materials and financial investments libraries have made in information assets; the IMLS "Heritage Health Index," 2006, reported only 20% of heritage institutions nationally (echoing statewide surveys) have disaster response plans for their collections and staff trained to use them. A survey of California public library directors in 2015 found that less than half their libraries with disaster plans included collections response/recovery and of those, only 20% had trained staff to implement their collection disaster response plan.

The CPP emphasizes preservation management and protection because heritage collections cannot be replaced. In the current era of scarce library resources, protection is paramount; many library services will recover when funding becomes more plentiful, but our heritage collections, once lost through neglect or disaster, cannot be restored or replaced.

The CPP is unique among preservation education programs nationally in that it focuses on outcomes, specifically changes in organizational behavior as a direct consequence of CPP information, education, and training. For example, 90% of institutions that attend CPP disaster plan writing workshops complete disaster response plans, whereas the completion rate is less than 10% in other states. As a consequence, the CPP has won two national and state awards (ALA, 2011, and California Historical Records Advisory Board, 2011) for nationwide leadership, innovation, and community service.

The success of the CPP has attracted grant funding from NEH, IMLS, Cal OES, and the Getty Foundation, complementing state funding. A total of \$3,100,000 in grant funding (in addition to LSTA funds) received since 2007 has enabled the CPP to dramatically expand its preservation education services as well as digital preservation services to California libraries. The relationship between LSTA funds and federal grant funds is symbiotic: for example, LSTA grants support workshop development when federal grants disallow development, whereas federal grants support delivery of workshops to many more California libraries and archives than LSTA funding alone can support.

ELEMENT 3: PLANNING AND EVALUATION

Please answer each area concisely and completely. For section A-F limit to four pages.

A. Project Intent (*Check only one that best describes the project*)

Lifelong Learning

- Improve users' formal education
- Improve users' general knowledge and skills

Information Access

- Improve users' ability to discover information
- Improve users' ability to obtain information resources

Institutional Capacity

- Improve the library workforce
- Improve the library's physical and technology infrastructure
- Improve library's operations

Economic & Employment Development

- Improve users' ability to use resources and apply information for employment support
- Improve users' ability to use and apply business resources

Human Services

- Improve users' ability to apply information that furthers their personal, family, or household finances
- Improve users' ability to apply information that furthers their personal or family health & wellness
- Improve users' ability to apply information that furthers their parenting and family skills

Civic engagement

- Improve users' ability to participate in their community
- Improve users' ability to participate in community conversation around topics of concern

B. Project Purpose – Short statement which answers the questions: we will do what, for whom, for what expected benefit(s).

The purpose of the California Preservation Program (CPP) is to help ensure that Californians have access to California's documentary heritage now and into the future. The CPP provides preservation information, education, and training services to California libraries with the goal of changing organizational behavior to improve protection and management of collections. The goals of the CPP's 5-year plan are achieved by the CPP Steering Committee using the activities and methods described below.

C. Anticipated Project Outputs – Measures of services and/or products to be created/provided.

- * answer 75 preservation-related queries by email or phone
- * provide emergency help to 10 libraries and archives via the CPP 24/7 phone service
- * educate 150 library staff members on disaster preparedness through workshops
- * guide 75 institutions to prepare written disaster plans through the disaster workshops
- * help 50 more institutions to test their disaster plans and explore collaboration
- * train 80 library and archives staff to develop and fund preservation projects
- * assist 40 California libraries and archives to apply for grants
- * support 10 emergency mutual aid networks serving over 250 institutions
- * manage 4 major grant-funded preservation projects
- * assess 13 library collections and provide reports with findings and recommendations

D. Anticipated Project Outcome(s) – What change is expected in the target audience’s skills, knowledge, behavior, attitude, and/or status/life condition? How will you measure these outcomes? (for examples see attachment B of the application instructions)

- * 10 libraries and archives will avoid or mitigate collection damage due to emergency help via the CPP 24/7 phone service
- * 75 institutions will gain the protection of newly written disaster plans
- * 50 additional institutions will improve their disaster preparedness by testing plans and exploring collaboration
- * 40 California libraries and archives will apply for grant funding to address preservation needs
- * 10 emergency mutual aid networks will serve over 250 California institutions
- * All California public libraries will be better able to serve their communities using the disaster response/recovery toolkit

E. Briefly describe how this project will be financially supported in the future.

The CPP's long-range goal is to develop a culture of preservation management among California's organizations with heritage collections. As the culture grows, demand for preservation services will ensure that California continues to have preservation expertise and services to help ensure the collections' survival. Meanwhile, statewide and national preservation needs surveys repeatedly report that education and training are essential to help encourage heritage institutions to make commitments to preservation of their collections. Consequently, the business plan of the CPP is to continue to seek a combination of grants, along with commitments from the institutions supporting the members of the Steering Committee. Further, some California libraries are providing support by sharing expenses for assistance and consulting.

F. Activity Information. Activities are action(s) through which the intent or objective of a project are accomplished. Four activity types have been identified, each with select methods to help you describe how you will carry out this project. Indicate activity types that require a significant commitment of resources to the project (representing 10% or more of total project resources).

1. **Instruction** - Involves an interaction for knowledge or skill transfer and how learning is delivered or experienced. *(Check all that apply and provide a description including whether the format will be in-person, virtual, or both)*
 - Program - Formal interaction and active user engagement (e.g., a class on computer skills).
 - Presentation - Formal interaction and passive user engagement (e.g., an author’s talk),
 - Consultation - Informal interaction with an individual or group of individuals (library staff or other professional) who provide expert advice or reference services to individuals, units, or organizations.
 - Other

Description:

- * Develop and deliver preservation workshops
- * Consult with institutions on request, often on preservation problems and project development
- * Provide 24/7 emergency phone service and on-site assistance to avoid disaster losses
- * Develop and support regional disaster mutual aid networks to enhance institutional effectiveness
- * Provide preservation reference service via telephone and email
- * Provide in depth assessment of the preservation needs of Californiana collections
- * Produce management reports to assist changes in organizational behavior to improve care of collections

2. **Content** - Involves the acquisition, development, or transfer of information and how information is made accessible. *(Check all that apply and provide a description including whether the format will be physical, digital, or both)*

- Acquisition - Selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies (i.e. publishers, vendors) to obtain resources. May also include procuring software or hardware for the purposes of storing and/or retrieving information or enabling the act of experiencing, manipulating, or otherwise interacting with an information resource.
- Creation - Design or production of an information tool or resource (e.g., digital objects, curricula, manuals). Includes digitization or the process of converting data to digital format for processing by a computer.
- Description - Apply standardized descriptive information and/or apply such information in a standardized format to items or groups of items in a collection for purposes of intellectual control, organization, and retrieval.
- Lending - Provision of a library's resources and collections through the circulation of materials (general circulation, reserves). May also refer to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request.
- Preservation - Effort that extends the life or use life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building or site by reducing the likelihood or speed of deterioration.
- Other

Description:

* Institutions extend the service lives of collections through disaster preparedness, attention to security, managing the environment, and identifying materials for digitization.

3. **Planning & Evaluation** - Involves design, development, or assessment of operations, services, or resources and when information is collected, analyzed, and/or disseminated. *(Check all that apply and provide a description including whether the format will be in-house or third-party)*
- Retrospective - Research effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group.
 - Prospective - Research effort that projects or forecasts a future condition of a project, program, service, operation, resource, and/or user group.

Description:

* Develop toolkit to help public libraries serve as community information centers in disaster

* Develop assessment tools, with an emphasis on completing PRISM

* Evaluate specially funded preservation projects: WESTPAS, the CAVPP, the California Digital Preservation Service, and the California Heritage Protection Project (CalHPP)

* Develop and evaluate the CPP (the key function of the CPP Steering Committee)

4. **Procurement** - Acquiring or leasing facilities; purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure. *(Provide a description)*

Description:

ELEMENT 4: GRANT TIMELINE/ACTIVITIES

Show each major project activity and when it will be started and/or completed throughout the project. The timeline should correspond to the activities described in Planning and Evaluation. Please put an X in each pertaining month.

Activity	Fiscal Year 2016/2017											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Develop and deliver preservation workshops	X	X	X	X	X	X	X	X	X	X	X	X
Consult with institutions on request, on preservation problems and projects	X	X	X	X	X	X	X	X	X	X	X	X
Provide 24/7 emergency phone service and on-site assistance	X	X	X	X	X	X	X	X	X	X	X	X
Develop and support regional disaster mutual aid networks	X	X	X	X	X	X	X	X	X	X	X	X
Provide preservation reference service via telephone and email	X	X	X	X	X	X	X	X	X	X	X	X
Provide in depth assessment of the preservation needs	X	X	X	X	X	X	X	X	X	X	X	X
Produce management reports to assist changes in organizational behavior	X	X	X	X	X	X	X	X	X	X	X	X
Maintain web-based information at Calpreservation.org	X	X	X	X	X	X	X	X	X	X	X	X
Develop toolkit to help public libraries as community information centers	X	X	X	X	X	X	X	X	X	X	X	X
Develop assessment tools, with an emphasis on completing PRISM	X	X	X	X	X	X	X	X	X	X	X	X
Manage specially funded preservation projects	X	X	X	X	X	X	X	X	X	X	X	X
Develop and evaluate the CPP (the key function of the CPP Steering Committee)	X	X	X	X	X	X	X	X	X	X	X	X

ELEMENT 5: BUDGET

The budget should clearly identify the amounts requested and from what sources.

Budget Category	LSTA	Cash Contribution	In-Kind	Total
Salaries/Wages/Benefits				
Susan Hildreth	\$0	\$0	\$4,617	\$4,617
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$4,617	\$4,617

Description: Salary and benefits for time to provide project oversight.

Equipment (\$5,000 or more per unit)				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0

Description:

Library Materials				
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0

Description:

Budget Category	LSTA	Cash Contribution	In-Kind	Total (B+C+D = E)
Consultant Fees				
Project coordination	\$37,510	\$0	\$0	\$37,510
Project management	\$44,330	\$0	\$0	\$44,330
Consultants (website and CPAP)	\$63,200	\$0	\$0	\$63,200
CPAP participants	\$0	\$0	\$19,500	\$19,500
CPP Steering Committee	\$0	\$0	\$17,600	\$17,600
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$145,040	\$0	\$37,100	\$182,140

Description: Project coordination: 34.1 days @\$1100/day (Page); Project management: 40.3 days @ \$1100/day (Ogden); Consultants: Website and tech support - \$6000 (Tech Liminal, Oakland); CPAP consultants: 13 @\$4400 each.

Travel				
Rural library workshop participants	\$3,000	\$0	\$0	\$3,000
CPP Steering Committee meetings	\$8,000	\$0	\$0	\$8,000
CPAP travel	\$10,400	\$0	\$0	\$10,400
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$21,400	\$0	\$0	\$21,400

Description: Rural library participant support, 30 libraries @ \$100. Steering Committee meetings, 2 mtgs x 8 travelers @ \$500/meeting. CPAP travel, 13 assessments @ \$800/RT

Supplies/Other				
Office supplies	\$1,500	\$0	\$0	\$1,500
Postage/Printing/Telcom	\$1,500	\$0	\$0	\$1,500
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0
Subtotal	\$3,000	\$0	\$0	\$3,000

Description: Photocopying, meeting/workshop supplies, shipping, 888# and answering service.

ELEMENT 7: INTERNET CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES FY 2016/17

Check the Appropriate Library Type

- Public Library** **Academic** **K-12** **Multi-Type** **Special/Other**

As the duly authorized representative of the applicant public library, public elementary school library or public secondary school library applying for LSTA funding, I hereby certify that the library is (*check only one of the following boxes*)

- A. **An individual applicant that is CIPA compliant.**
The applicant library, as a public library, a public elementary school library or public secondary school library, has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.
- B. **Representing a group of applicants. Those applicants that are subject to CIPA requirements have certified they are CIPA compliant.**
All public libraries, public elementary school libraries, and public secondary school libraries, participating in the application have complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. The library submitting this application has collected Internet Safety Certifications from all other applicants who are subject to CIPA requirements. The library will keep these certifications on file with other application materials, and if awarded funds, with other project records.
- C. **Not Subject to CIPA Requirements.**
The CIPA requirements do not apply because no funds made available under this LSTA grant program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

Pacific Library Partnership
Library/Organization

California Preservation Program
Project Name

Susan Hildreth
Library Director Name

Chief Executive Officer
Title

Library Director Signature

Date