Agenda

• General grant information
• Identifying projects for grant proposals
• CLRC’s in-house DigLab digitization & metadata services
• Project examples
• Grant Timeline
• Application walkthrough
About Access & Digitization Grants

● $30K for member grants to fund digitization and metadata projects

● Applicants must be a member of CLRC
  ○ Can join as a new member if you’re in Herkimer, Madison, Oneida, or Onondaga Counties

● Reviewed by CLRC Library Resources and Services Committee and an external review committee
DIGITIZATION

• Conversion of analog resources to digital objects
• Can include a variety of formats
• Focus on access to materials
• Materials need to be made publicly accessible via an online repository: NY Heritage or your institution’s DAM (Digital Asset Management system)
METADATA

• Metadata is data about data; it describes the digital objects and drives search and gives the user context

• Metadata must follow nationally recognized standards

• Funds may be used to enhance existing metadata or create new metadata

• Materials need to be made publicly accessible (as with a digitization project)
Unsupported Expenses

- Overhead costs such as rent, heat, electricity
- Purchases of new materials
- Direct payment to libraries for ILL costs
- Purchase of an ILS for individual libraries
- Hours that an employee would already be working
- Materials for which applicant does not have copyright permission to share.
Identifying Projects

1. Identify materials that are appropriate to be shared publicly.
   a. Should be of interest to a general audience
   b. Consider copyright, privacy, access restrictions, etc
   c. See NY Heritage Collection Development Policy

2. What is the best way to process them? In-house? Vendor?
   a. Material factors: format, size, and condition
   b. Staffing factors: time and talent
   c. Informational factors: how much contextual info is known?

3. How much will it cost to do this work?
Successful applications tend to have...

• Well-thought-out project plans
• Detailed, reasonable budgets (show your math!)
• Clear articulation of copyright clearance
• All necessary copyright and vendor documentation submitted beforehand
• Previous projects completed successfully and on-time
• Complete reporting on previous projects
• Large projects are split across multiple years

Examples of previously funded projects are listed on our website
CLRC DigLab Contracts

• CLRC can handle certain digitization and metadata projects in-house

• We can handle the full scope of a project: digitization, metadata and upload
  • Institution provides materials and contextual information

• More information on CLRC website: clrc.org/diglab

• We are taking a year off from taking on new projects while we work through our backlog
Project Examples

- Oneida Community Mansion House - metadata for photograph collection
- Onondaga Historical Association - Syracuse WSTM-TV 16mm Television News Film
- SUNY Polytechnic Institute — *Utica Observer* newspapers
Grant Timeline

• January 20, 2023: Deadline for requesting a staff consult
• January 31, 2023: Application deadline
• February 2023: Library Resources & Services Committee will review the applications, followed by an external committee review
• March 2023: Board of Trustees will review the recommendations of the committees
• Late March or Early April 2023: Award winners announced
• January 31, 2024: Interim Reports due
• June 30, 2024: Final Reports due; all money must be expended
AVAILABLE AT: clrc.org/grants-awards/access-digitization/

THE APPLICATION
QUESTIONS?