

Access & Digitization Grants

Informational Webinar

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What I Can Do For You

- Site visits and provide guidance
- Digitization and metadata training
 - In-person or virtually
- OCR and Digital Dark Archive
- Coordinate with members using in-house and loanable digitization equipment
 - [Digitization Lab](#)
- Liaison to NY Heritage, NYS Historic Newspapers, Empire ADC
- Collaborate with [DHPSNY](#) and [Consider The Source New York](#)
- Digitize and create metadata for grant projects
- Handle our Access & Digitization Grants

Agenda

- **General Grant Information**
 - Pre-Application
 - Full Application
- **Identifying Projects**
- **Successful Applications**
- **CLRC Digitization Lab (DigLab) Contracts**
- **Project Examples**
 - Digitization Lab: Digitization
 - Digitization Lab: Metadata
 - Newspapers
 - Vendor Digitization
 - Member Digitization
- **Grant Timeline**
- **Questions and Contact Information**

About Access & Digitization Grants

- \$50,000 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
 - BOCES
 - Mid-York Library System and OCPL
- [Member Directory](#)
- [Join CLRC/Membership](#)
- Reviewed by CLRC Library Resources and Services Committee and External Review Committee



Pre-Application

- **You Must Submit a Pre-Application in order to submit a Full Application**
- Please include Budget information as best you can
 - Estimate the budget
 - Do Not have to provide a vendor quote or copyright permissions
 - 160 hours x \$20 an hour = \$3,200
- To provide feedback on applications and issue DigLab quote for the project
- After submitting, it will be reviewed by CLRC staff and you'll be notified
- After making changes, you can submit the Full Application

Full Application

- Full Application available after submitting the Pre-Application
 - Must have submitted a Pre-Application
- Fill in Budget information
- Documents to email to me
 - Outside vendor quote
 - Copyright permissions, if applicable

Digitization

- Conversion of analog resources/physical items to digital objects
- Can include a variety of formats
 - Photographs, photograph negatives, glass plate negatives
 - Print-based materials: catalogs, diaries, registers, scrapbooks, yearbooks
 - Physical newspapers, bound and loose
 - Born-digital: TIFF/TIF, JPEG/JPG, PDF, audio files, video files
- Focus on access to materials
- Materials need to be made publicly available via an online repository
 - NY Heritage Digital Collections or your institution's DAM (Digital Asset Management System)

Metadata

- Metadata is data about data
 - 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
- Funds can be used to enhance or create finding aids - EmpireADC
- Materials need to be made publicly accessible (as with a digitization project)

Unsupported Expenses

- Overhead costs
 - Rent, heat, electricity
- Purchases of new materials
- Direct payments to libraries for InterLibrary Loan costs
- Purchase of an Integrated Library Systems 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
 - Should be of interest to a general audience
 - Consider copyright, privacy, access restrictions, etc
 - See [NY Heritage Collection Development Policy](#)
2. What is the best way to process them? In-house? Vendor?
 - Material factors: format, size, and condition
 - Staffing factors: time and talent
 - Informational factors: how much contextual information is known?
3. How much will it cost to do this work?
4. [CLRC Equipment](#)

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
 - [Copyright Services: Copyright Term & Public Domain](#)
- 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 Digitization Lab (DigLab) Contracts

- CLRC can handle certain digitization and metadata projects in-house
- We can handle the full scope of a project: digitization, metadata, and uploading
 - Institution provides materials and contextual information
- More information on CLRC website: [Digitization Lab](#)
- We are accepting in-house projects

CLRC
DigLab



CLRC Digitization Lab (DigLab) Contracts

- [CLRC DigLab Quote Request Form](#)
- Need and estimated quantity and format of materials
 - Number of pages, photographs, etc.
 - Format of the materials: bound volumes, loose sheets, etc.
 - Size of the materials: dimensions of the largest and the smallest
- No deadline for requesting a quote

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Project Examples

Digitization Lab: Digitization

- **Colgate University Libraries**
 - [Alma Gracey Stokey Papers](#) - manuscripts and research notes
- **Syracuse University Libraries**
 - [Oakwood Cemetery Registers](#) - oversized bound register
- **SUNY College of Environmental Science and Forestry**
 - [Roosevelt Wild Life Station Collection](#) - glass plate negatives
- **Erwin Library and Institute**
 - Hulbert House Historical Registers - oversized bound register
- **Kirkland Town Library**
 - [Creative Clippings Library Scrapbooks](#) - scrapbooks
- **SUNY Morrisville**
 - [Sauquoit Valley Central School High School Yearbooks](#) - yearbooks

Digitization Lab: Metadata

- **Skaneateles Historical Society**

- [Skaneateles Photograph Collection](#) – photographs, photograph negatives, glass plate negatives

- **Syracuse University Libraries**

- [La Casita Cultural Center](#) – born-digital collections

- Abuelas Project
- Balcón Criollo
- Community Stories
- Fusión Caribe
- Juan Cruz Collection
- Latino Veterans and Military Families
- Latinos in Baseball
- Oral History Project
- Pa'la Calle Exhibition

- **Utica University Frank E. Gannett Memorial Library**

- [Utica College Yearbooks](#) – yearbooks

Newspapers

- **SUNY Polytechnic Institute**
 - [Utica Daily Press](#) – microfilm
- **Community Library of DeWitt and Jamesville**
 - [Suburban Life](#) – bound newspapers; permission to unbound to digitize
- **Hamilton Public Library**
 - MidYork Weekly – oversized and bound
- **Tully Area Historical Society**
 - [Tully Times and The Tully Independent](#) – digitized files
- **Waterville Historical Society**
 - Waterville Times – microfilm

Vendor Digitization

- **Everson Museum of Art**

- [Everson Museum of Art Exhibition Catalogs and Brochures](#)
- [Everson Museum of Art Bulletins](#)

- **Onondaga Historical Association**

- [Syracuse Television News Film Collection](#)
- [Onondaga County Local Sports Collection](#)
- [Daily Life in 20th Century Onondaga County](#)

- **New Woodstock Free Library**

- [Mary Padgett Art Collection](#)

- **Onondaga County Public Library**

- [Syracuse New Times](#) - newspapers

Member Digitization

- **Town of Pompey Historical Society**
 - [Glass Plate Negatives of Pompey, New York](#)
 - [JC Perry Collection](#)
- **4 Elements Studio (digitized artwork)**
 - [Sylvia de Swann](#)
 - [John Loy](#)
 - [Laurence Pacilio](#)
- **Fabius Historical Society**
 - [Irving Skeelee Diaries Collection](#)
- **Erwin Library and Institute**
 - [Boonville Area Historic Photographs](#)

Grant Timeline

- **November 12, 2025: Pre-Application Due**
- **November to December:** Seek a Vendor Quote, receive feedback + DigLab quote
- **January 16, 2026:** Request a Direct Consultation Deadline
- **January 31, 2026: Full Application Due**
- **Mid-February:** LRS Committee and External Reviewers review applications
- **March 2026:** Board of Trustees review recommendations by Committee
- **April 2026:** Grant Recipients Announced
- **January 2027: Interim Report due**
- **June 2027: Final Reports due**

The Application

Available at: <https://clrc.org/access-digitization/>

Questions?

Contact Information

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