Project Title: Library Microform Scanners

Department/Organization: Western Libraries

Name(s) of Project Applicant(s)

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Name:  MS  Email: Phone
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Principal Contact:

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Amount Requested for Project

Proposed Budget:

1. Equipment total  $ 37,969.00
2. Plus site preparation (not STF funded)  +  $ 0
3. Total Project Cost (spreadsheet total from part IV of this form, Total Project Budget)  =  $ 37,969.00
4. Less organization’s contribution  –  $ 0
5. Less site preparation  –  $ 0
6. **STF Grant Request**  =  $ 37,969.00

**IMPORTANT NOTE**

1. THE STF Committee will accept only complete proposals by the announced deadline. Every section (I–IX) and all items of this proposal format must be addressed.

I. Executive Summary (800 words max)

Provide a summary of the project and the benefits to be derived. Explain what the students would gain from the project, and how the acquisition would meet the Student Technology Fee mission*.

*STF Mission:

The Student Technology Fee provides Western students with adequate and innovative technology experiences by:
• Broadening/enhancing the quality of the academic experience
• Providing additional student access to technology
• Increasing integration of technology into the curriculum.

Historically microform collections have generated considerable frustration among library users. While these collections contain a wealth of research and primary source materials, the tools available for working with the various micro-formats produced over a number of decades have historically been inadequate by modern standards. They are difficult to use and provide poor quality output – primarily through page by page printing to paper. Western Libraries currently provides three reader / printer / scanner units which represent three different generations of equipment evolution.

In the last few years digital technologies have greatly improved image capture and enhancement as well as navigation within microform documents. Touchscreen interfaces have made the use of scanning software more intuitive, providing a working environment much more suited to the self-directed modes of scholarship which are the hallmark of the 21st century academy and millennial learners.

The significant and costly scholarly resources in micro-formats are greatly underutilized at this time due to the outdated, difficult to use, and inconsistent equipment currently available. This project will enhance the academic experience by providing students with technology that will make it easier to integrate Western Libraries’ extensive collections of microfilm, microfiche and opaque cards into scholarship.

The purchase of two new microform reader / scanners will provide the necessary tools to delve deeply into collections such as the “Underground Newspaper Collection,” “HerStory” women’s history collection, “Early English Books,” the FBI files on Martin Luther King Jr. and Malcolm X made available through Freedom of Information suits, and so much more. This technology will provide easier access to such resources, allowing students to bring added breadth and depth to their scholarly work.

II. Relationship to STF Objectives / Impact on Current Academic Programs

The STF Committee will use as its primary assessment criteria the three objectives—access, quality, and integration—defined in the STF mission (above). Given this criteria, describe your proposed project in detail.

1. Tell us—focusing on what the students will gain from the project—how the project would provide positive benefits to specific courses or instructional programs. Specifically, answer at least one of a, b, and c below:

a. How would this project provide additional student access to technological resources?

Western Libraries are open 96.5 hours per week and are accessible and utilized by all Western students. Microform materials and microform equipment are available during all hours the library is open. Extensive primary materials are available on microform and are utilized by students in a wide variety of disciplines. The older reader printers currently in use are difficult to use and usually require staff assistance, so the purchase of new equipment will create more of a self-serve environment and thus improve access to these materials during hours when staffing is limited.

b. How would this project broaden or enhance the quality of the student’s academic experience through the proposed technology?
This project will serve to broaden / enhance the quality of the academic experience by providing easier access to primary materials not available in print or online. Some available equipment will also improve and provide additional student access to technology by providing the ability to scan photographic negatives and slides into high quality color image formats which can be readily incorporated into their research projects and presentations, a service not currently available with our existing equipment.

Students assigned research projects that require access to primary resources are often frustrated by the difficult to use interfaces associated with microform printers and scanners from earlier generations. The older machines render inadequate image reproduction overall and lack functionality to offer a variety of output formats or tools for image manipulation or editing.

c. How would this project increase integration of technology into coursework?

Modern equipment with an easy to understand interface will allow more students to access and utilize the rich primary resources held in Western Libraries’ extensive microform collections. Such equipment would provide the ability to more easily read, scan, and incorporate a variety of content which, while owned by the Libraries, have become all but inaccessible because of the lack of adequate reading and reproduction technology. Additionally, the equipment could provide students with the ability to scan photographic negatives, as described above.

2. Would other departments be involved with this project?

No ☒  Yes ☐ If yes, describe.

3. Has any part of this project previously been funded by the Student Technology Fee?

No ☒  Yes ☐ If yes, describe.

4. Is the proposed project a pilot project?

No ☒  Yes ☐

III. Utilization

List the anticipated number of times and duration per each use—per quarter or per academic year—that students would use the proposed technology. The committee is looking for total student hours and total number of unique students who would use the technology in that time period. Explain how you arrived at this utilization.

The Libraries’ microform equipment has been self-serve for at least 10 years. Maintenance of this area indicates that during the academic quarter, the existing reader printers are used regularly by approximately 10 users per day, with as many as 400 uses per quarter. This would be likely to increase with an improvement in equipment.
These materials are particularly important to upper division classes in history, English, and other humanities disciplines which rely heavily on primary research sources uniquely represented in these collections.

IV. Total Project Budget

This section details the estimated total cost of the project. Include costs that would be covered—by your department or another source—for ongoing costs such as personnel or operating expenses.

1. For assistance in preparing your budget, please consult with relevant campus support departments (ATUS, Purchasing, Space Administration, etc.).

2. For more information about these contacts and helpful tools/links: from the STF website home page (http://www.wwu.edu/stf), choose “STF Tech Initiatives,” then section “II. Tech Initiatives Forms and Instructions.”

Attach an Excel spreadsheet if you have additional details.

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Important Notes from the STF Committee:

1. We recognize your proposed budget as an estimate. Final funding for successful projects will be established after thorough technical review; some costs may need adjusting due to price changes.

2. We recommend that you include a 3 percent cushion to allow for price increases.

3. We may impose special conditions on a proposal before approval. See the STF Proposal Guidelines.
4. **Funding is not directly provided to departments for purchases. All purchasing is done via the Office of the VPIT/CIO and savings are retained in the STF fund.**

1. What funding or contributions are available from your department or other sources?

   **Note:** “Contribution” is defined as a monetary contribution. A vendor discount, for example, is not considered a contribution.

   None.

2. Could this project be divided into discrete elements that could be funded separately?

   **Note:** A “no” response to this question creates an “all or nothing” proposal. That is, if the STF Committee decides against funding your entire proposal, it will not consider any elements for partial funding. If proposal elements could be funded separately, the applicant is responsible for prioritizing these elements before submitting the proposal.

   No [ ] Yes [ ] If yes, summarize and prioritize project segments with cost estimate for each segment.

   While it would technically be possible to fund one scanner and touchscreen station, our goal is to provide a consistent environment for students to work in. The current configuration (3 distinctly different machines) causes considerable frustration for student users.

3. Are course or lab fees charged for any of the courses that will use this equipment?

   No [ ] Yes [ ] If yes, please note: The total funding requested from the Student Technology Fee must reflect the amount collected from course fees for equipment replacement and/or equipment acquisition.

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**V. Impact on Existing Resources**

Your proposal must address the project’s potential impact on existing resources. Give special attention to the impact on data transmission networks (e.g., sources accessed, networking equipment, etc.), and personnel (e.g., staffing, administrative support, faculty support, etc.).

1. Describe how existing equipment is used. Contrast this to projected use if your project were funded.

   Two of the existing microform readers allow students to save documents to their network drive or print using the existing print network. Since this functionality already exists we anticipate no added network pressures.

2. Is similar equipment or technology available elsewhere on campus—such as the Student Technology Center, Classroom Services, Video Services, Western Libraries, a college lab?

   No [ ] Yes [ ] If yes, describe why the existing equipment does not meet the needs outlined in this proposal.

3. **If** this project involves the replacement of equipment, including computers:
a. Describe the “before and after” configuration changes. (A spreadsheet reflecting these changes may be attached.) Or, write “N/A.”

B E F O R E : The area has three completely different microform reader / printers. Only one of the machines can be used with ultratrace, which includes the Library of American Civilisation of the Library of English Language collections. There is currently no ability to print from microcards. Depending on the use of the area and the type of microform, students using these materials would potentially need to learn how to three different clunky and complicated systems.

A F T E R : There will be two identical machines in the area that can be used with any type of microformat, providing the ability to print from microcards for the first time. The intuitive interface can be easily learned and will remain consistent in subsequent uses.

b. Describe the costs and benefits of replacing vs. upgrading. Or, write “N/A.”

N A

4. Would this equipment be available to students outside of your department?

No ☐ Yes ☒ If the proposed technology would be used by students outside of your department, describe how they would gain access, how equipment availability would be publicized, the hours/week when equipment would be available, and any costs that would apply.

Western Libraries are open 96.5 hours per week and are accessible and utilized by all Western students. Microform materials and microform equipment are available during all hours the library is open. Extensive primary materials are available on microform and are utilized by students in a wide variety of disciplines. Instructional librarians promote the availability of microform resources and the equipment during classroom collaborations with instructional faculty.

5. Does this project involve the check-out of equipment to students?

No ☐ Yes ☒ If yes, discuss whether or not the Student Technology Center/ATUS Loan Pool could be assigned this task.

6. Does the department have adequate operating funds to provide ongoing maintenance and support?

No ☐ Yes ☒ If yes, describe.

The Western Libraries is committed to the ongoing support of the equipment requested.

7. Does the department have adequate personnel funds to provide ongoing staff support for this project?

No ☐ Yes ☒ If yes, describe.

Existing library staff will be trained to provide support and regular maintenance as needed, and will instruct students in the use of the equipment.
VI. Space and Site Information

This section addresses any space alteration or site preparation necessary for the proposed project. Site alterations include painting, holes in walls, security systems, carpeting, construction, lighting changes, or conversion of a lab or office.

Special Note: If this project would require any site preparation, or if this project would use any space not currently under your department’s control:

a. You must submit a draft proposal to Space Administration by March 7, 2014.

b. Space Administration and Facilities Management will then conduct a site survey and respond to you by March 21, 2014 about project feasibility, cost, and schedule.

c. You must include the site survey response with your final proposal.

1. Location for installation of equipment or technology.
   Wilson Library / Floor 2 / East Wing

2. Would site modification be required?
   No ☐ Yes ☐ If yes, describe the modifications (e.g., electrical, air, painting, lighting, security, network access, etc.).

3. Would this project use space not currently assigned to your department or area?
   No ☐ Yes ☐ If yes, describe.

VII. Project Schedule

Describe your overall implementation schedule. (Remember that project awards are announced during spring quarter, and that projects are to be substantially completed by the end of the calendar year.) If any site preparation is involved (see section VI above), align your project schedule with the schedule provided by Space Administration and Facilities Management.

Our goal is to have this equipment installed and staff trained by the start of Fall Quarter 2014.

VIII. Constraints

List or describe any external or internal factors/constraints that could affect your project schedule, project objectives, or the project budget (e.g., if external approval is required for curricular changes, or if funding must be received by a certain date).

None

IX. Submitting the Proposal
1. Make sure your proposal does not exceed 12 pages (not including Tech Initiatives Summary Sheet).

2. Complete a 2014 Tech Initiatives Summary Sheet for the front of the proposal.

3. By 12 noon on the due date, email one electronic version (PDF preferred, or Word document) of both the proposal and the Project Summary Sheet to diane.bateman@wwu.edu (the STF Committee secretary).

Note: Paper copies of proposals are no longer required; please do not send.