2007 Student Technology Fee Proposal Form

Title of Project: ArtStor and Digital Image Collection Library
Department/Organization: CFPA / Art Department

Project Applicant/s:
Principal Contact person: Virginia Prowell  Mail Stop 9068  Phone  x2786
Co-Applicant: Margaret Fast  Mail Stop 9103 Phone  x3174
Co-Applicant:
Co-Applicant:
Co-Applicant:

Amount Requested for project: $41,000.00
Contribution by Requesting Organization:

Important note: Before completing this form, please read the instructions contained at http://www.wwu.edu/stf/

Section One: Project Abstract
This section of the proposal should provide a one-paragraph summary of the existing environment and problems, a summary of the items being requested, and a brief explanation of how these items will contribute to the solution of the problem and/or improve the existing environment.
Project Proposal:
This proposal asks for funding for a CFPA campus-wide Digital Image Collection Library subscribing to ArtStor's 500,000 interdisciplinary digital image collection and creation of a Digital Image Collection Library to support and supplement the ArtStor collection and provide the Library/ATUS Content DM digital management system with copyright compliant specialized image needs.

Existing Environment and Problems:
There are many departments and areas on campus working with and obtaining digital imagery from a variety of unknown sources and methods. Currently, there is no collaboration that defines a campus procedure or office for students and faculty to go to that provides digital image acquisition services. Without a focused Digital Image Collection and Library, there is an unnecessary redundancy of resources and expense.

Summary of Items Requested And Their Solution:
The Library and ATUS have already worked together in purchasing CONTENTdm as a digital image management system.
1- ARTstor will provide a licensed interdisciplinary 500,000 digital image source campus wide. This provides images in art, art history, anthropology, literary studies, history, Asian and classical studies and more. Licensing ARTstor will reduce the quantity of slides created across campus, saving, time, money, and labor for students and faculty. Users are assured a quality product that is copyright compliant.
2- A Digital Image Collection Library will support and provide acquisition for image content into CONTENTdm for specialized images needs not provided by ARTstor. The key is to provide an efficient method and place for students to go in acquiring image needs and for assistance that maintains a copyright compliant practice.
3- Collaborative Work
The CFPA, Art Department, ATUS, Library, and Copyright Office will be working collaboratively to provide students and faculty with a quality product and process.

ARTstor and a Digital Image Collection Library will provide to students and faculty:
- A repository of 500,000 digital images and related data.
- The tools to actively use those images in building presentations and lectures.
- A restricted usage environment that seeks to balance the rights of content providers with the needs and interests of content users.
- The ability with Content DM to supplement and integrate other needed images through a devoted acquisition system with proper equipment.
- The assurance of copyright compliancy for personal and University requirements.

Digital Image Collection Library Process:
1- Student or WWU user accesses ARTstor through Wilson Library Online Catalog to search for imagery.
2- Student or User uses ARTstor's OffLine Image Viewer (or PowerPoint) to create presentation/lecture with images provided in ARTstor and CONTENTdm.
3- For imagery needed not found in ARTStor or campus CONTENTdm specialized collection, student or WWU user contacts the Digital Image Collection Library for acquisition of needed images.
4- Digital Image Collection Library researches purchase or licensing of digital image, and, where not available, works with Copyright Office for Copyright clearance and/or Fair Use Rights for copystand camera image. Digital Image Collection Libarary will also work collaboratively with Wilson Library in creating the data information on the imagery for CONTENTdm relational database.
Section Two – Relationship to STF Objectives and Impact upon existing Academic Programs:
This section describes the project in detail, and shows how the project relates to the STF objectives. Special attention should be given to how the proposed project will provide positive benefits to specific courses or instructional programs.

Please complete all of the following sections:

1. From a **student’s perspective**:
   a. **How does this project provide additional student access to technological resources and equipment they need to maintain and enhance their technological competency as it relates to their academic endeavors?**
      ARTstor and a campus CONTENTdm collection will provide primary sources for students to access for their image needs. ARTstor will be available online by login through Wilson Library. Students who currently wish to use digital images for presentation are downloading images from many sources unknown to WWU and/or flatbed scanning from books and publications for the imagery they need. Searching for needed images by web browsing can be exhaustive, and can bring a hodge-podge of unfavorable results - images that look fine online, but project inconsistently and of poor quality in the classroom. There is no accountability for who is using what from where. ARTstor and specialized collections developed through the Digital Image Collection Library/CONTENTdm will give the students assurance that the images they are provided are of projection quality, and within copyright compliance. Images not provided by ARTstor can be obtained through requesting acquisition from a main Digital Image Collection Library. It is not the job of the student to figure out the twists and bends of finding quality and copyright images online or to have to create their own digital images, but to work on their scholarly endeavors. Maintaining a campus-wide Digital Image Library with ARTstor and CONTENTdm can eliminate redundant efforts and costs across campus. The ARTstor digital image collection provides perpetual use of the images by many users, and is always available to the students when they need it, without worry of copyright infringement.

   b. **Describe how this project will broaden or enhance the quality of the student’s academic experience through the use of technology:**
      Using images from ARTstor or acquisition request into CONTENTdm will ensure the consistent quality of classroom projection presentation. Student time will be spent on the focus of the content and writing of their subject rather than on long hours online searching for imagery of high enough resolution to use. Appropriate imagery is a resource material to student research. Faculty will be creating lectures with imagery through ARTstor enhancing their classrooms and coursework with a professional presentation to their students. There will be no more presentations using darkened, pink or faded slide images or slides jamming in slide projectors. Each digital image will be color correct to the original source, sharp, and clear.
c. **How does this project increase the integration of technology into their coursework?**

Presentations, lectures, and scholarly educational work can be streamlined and integrated fully on computer either on or off campus using user login and password. Digital images would be found in ARTstor and presentations and lectures can be created in the products' Offline Image Viewer software. The Off-line Image Viewer (OIV) program links information data related to each image and brings image and data into view together. Programs such as Powerpoint require much typing of information from scratch. Much less time will be spent by students working the tool of their presentation, and much more time focused on the content of their research. Students will have access online to inter-disciplinary and inter-departmental images. Establishing a Digital Image Collection Library with a foundation in ARTstor will give all students the capacity to work in the current standard of digital image availability in higher education. The current trend of digital image collections is moving toward campus-wide collection management, rather than department specific collection management.

2. **Explain how this project will further the educational goals of students taking courses offered by your department:**

   ARTstor, CONTENTdm, and the Digital Image Collection Library is an interdisciplinary effort and across the curriculum collaboration that broadens and opens the students' immediate visual image needs to an all-inclusive system of sharing. Art is not just about art, but sociology, history, philosophy. ARTstor has developed presentation building software for using images in the classroom. The Off-line Image Viewer (OIV) allows users to create presentations that enable slide shows, side-by-side comparisons, zooming and panning, and the ability to add text to slides. The OIV integrates the necessary metadata with the image. All ARTstor participants have access to this software to be used with the 500,000 + images contained in the ARTstor collection. Current slide/digital imagery provided by the Art Department can be old, faded, in need of repair, and timely for new acquisition. Students and faculty work with the quick efficiency of on-line web access and computer technology.

3. **Will any other departments be involved with this project? If “Yes,” please describe their involvement.**

   Yes. The ARTstor collection will be available to all students and faculty across campus. As departments find or have specific needs outside of what ArtStor can provide, the Digital Image Collection Library can locate and provide a variety of resources in the acquisition of needed imagery. Each department will have specific interests and needs to build into the Digital Image Library Collection. ARTstor would provide the same cross-curriculum and inter-disciplinary resource access for students and faculty that the Naxos Music Library currently offers on campus with its access to over 130,000 tracks of recorded music that include the entire Naxos, Marco Polo and Dacapo labels plus other licensed independent labels.

4. **Has any part of this project previously been funded by STF?**

   No ☐ Yes ☐ (Please describe):
Section Three – Utilization
This section of the proposal is intended to provide the STFC with information concerning the nature and extent of the use of the proposed items. Applicants are encouraged to provide additional information that will further describe the intended use of the items requested by the proposal.

1. Is this a new project, or a continuation of a program?
   New ☑ (Please describe)
   Continuation ☐ (Please describe)

2. Please list the number of times each quarter that the proposed item(s) will be used by students and the duration of its use. For instance, if the project is requesting camcorders, a response might be, “This equipment will be used by the 35 students enrolled in Acct. 101. Each student is assigned one project/quarter and it’s anticipated that each student will have to use the equipment for two days to complete the project.”
Unadvertised to campus, the Slide and Visual Resources Library in the Department of Art supports students and faculty by checking out slides for use, scanning slides to digital, and creating slides for use either digitally or as slide. An average year of use in slides is:
Images Checked Out For Use: 4,060
Request for Images Created: 3,954
Slides Scanned To Digital: 2,500

Slide and Visual Resource Library Users:
Woodring - Art Education Student Teaching Interns

Fairhaven College:
Art and Popular Culture: Faculty John Federov
Art And Creativity: Faculty Tanis S'eiltin
African American History: Faculty Midori Takagi

Liberal Studies:
LBRL271: Humanities of India: Faculty David Curley
LBRL243: Art and Ideas: Faculty Rob Stoops
LBRL122: Western Tradition II: Medieval-Early Modern: Fac. Kimberly Hossain

English:
ENG460: Topics in Creative Writing: Faculty Jeanne Yeasting and students

History:
HIST111: PreHistory to 476: Faculty George Mariz
HIST113: Introduction to Civilization: 1713 - Present: Faculty George Mariz

Engineering Technology: Accreditation resource, image use faculty and student

GUR Survey Art History Student Use: Approx. 125 Students per course ea.
AH220a, AH220b, AH230a, AH230b, AH240a, AH240b, AH 270a, AH270b

Art History Major:
AH275, AH300, AH301, AH312, AH315, AH316, AH330, AH370, AH411, AH415,
AH420, AH431, AH450, AH475

Art Major:
Art109, Art110, Art120, Art130, Art202, Art203, Art220, Art230, Art 290, Art390

Art Education:
Art380, Art381, Art382

3. **Please list the calculation that is used to determine the number of items that you have requested.** For example: “Since there are 35 students in Acct 101, and each requires 2 days of use this means the equipment will be used for 70 days each quarter. Additionally, all assignments are completed in the last month of the quarter (20 instructional days). Therefore, in order to accommodate all 35 students a total of 4 camcorders are needed. (70 student-hours/20 instructional days, rounded up).”
In other cases, the quantity may be determined by class size, vendor pricing policies, etc. In all cases, the STFC is interested in quantitative measures of use. For example: if the proposal is for a specialized program that will be used by all students in 5 courses, the explanation might be as follows…“This software will be used periodically by all students enrolled in Soc 100, 212, 419, for a total of 300 students per year. Each student will use the software 2-3 times per week for the preparation of homework assignments. It is estimated that each use of the software will be about 30 minutes. We are requesting 150 copies of the software since not all students will be using the software simultaneously.”

N/A

Section Four – Project Budget
This section of the proposal details the total estimated cost of the project, including those costs that will be borne by the proposing organizational entity. The STFC will give additional weight to proposals where additional funding is provided by either the organizational entity or other sources. The funds requested from the STF project must be clearly indicated and must match the total shown on the project summary sheet. Personnel, operating expense, and equipment costs must be clearly indicated. The applicant should make every effort to determine accurate costs for the proposal. Applicants are encouraged to consult with relevant campus support organizations (ATUS, Purchasing, Space Administration, etc.) before creating equipment lists and preparing the project budget. If the space below is not large enough to describe the project expenditures, or you wish to make additional comments, please attach an Excel spreadsheet that shows the detail required.

Please note: ATUS has developed “standard configurations” for the purchase of desktop PC’s, laptops, and Apple computers. If these standard configurations meet the needs of your project, please use the “standard cost” in the development of the project budget. The standard configurations can be found on the Student Technology Fee website: http://www.wwu.edu/stf/

Please complete all of the following sections.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Item Cost</th>
<th>Total</th>
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<tbody>
<tr>
<td>ARTstor Initial Fee and Annual Fee</td>
<td>Year 1</td>
<td>$25,500.00</td>
<td>$25,500.00</td>
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<tr>
<td>ARTstor Annual Fee</td>
<td>Year 2</td>
<td>$8,500.00</td>
<td>$8,500.00</td>
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<tr>
<td>Storage for ContentDM Digital Collection</td>
<td>1</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
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<tr>
<td>Nikon Digital Camera System</td>
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<td>$2,000.00</td>
<td>$2,000.00</td>
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<tr>
<td>Mac Computer System</td>
<td>1</td>
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<td>Total</td>
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<td>$41,000.00</td>
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Please Note: Applicants are reminded that the foregoing budget is FOR REFERENCE ONLY and the funding for a project will be re-calculated prior to the final award. The STFC will often partially fund a project due to technical, financial, or programmatic factors. A project’s original budget might also be modified to include missing items, price or configuration changes, taxes, shipping, etc. The final funding for the project will not be established after the project has been technically reviewed and any special award conditions considered. Please see Sections B.7 & B.9 of the STF Mission Statement for a further explanation of these procedures. (http://www.wwu.edu/cms/WWU.STF/mission.html)

1. What funding is available from your department or other sources such as grants?

With the ARTstor and Digital Image Collection Library project acceptance, the CFPA will identify consortial funding to support the retention of ARTstor beyond the initial two year pilot project, by working with Departments, Colleges, Library, CIO and IT Provost.

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

No ☐ Yes ☐ (Please summarize project segments with cost estimate for each segment. Also give the relative priority of each project segment):

No. Neither will work without the other to support a viable copyright compliant collection of integrity and use to the students.  
1- ArtStor - Priority HIGH - $34,000.00. Fills a need that is not available, provides copyright compliancy for student and campus. Can provide up to 70% of student and faculty image needs. 
2- Digital Image Collection Library - Priority HIGH - $7,000.00. Fills the need and support to campus image collection development and copyright compliancy for student and campus.

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

No ☐ Yes ☐ (If yes, please note that the total funding requested from the STF must reflect the amount collected from course fees for equipment replacement and/or equipment acquisition. All proposals that involve course fees will be reviewed by the Academic Budget Office.

Section Five: Impact on Existing Resources

The proposal should describe how the project will impact existing resources. Special attention should be given to impact on data transmission networks (e.g. sources accessed, networking equipment, etc.), and personnel (e.g. staffing, administrative support, faculty support, etc.).

Any proposal that includes the replacement of computers shall specifically address the feasibility and cost effectiveness of upgrading the computers rather than replacing the computers.

1. Describe how existing equipment is used and contrast this to the usage if project is funded:
Existing Slide and Visual Resources Library Equipment:
To obtain digital image for lecture/presentation use:
We shoot the needed image on slide film using a copystand and film camera.
The film is then sent out for processing. Once film is returned, we need to scan
the film in on the film scanner, database the information for slide and digital, label
and file the slide, and save the digital master tiff and user jpeg scan to cd/dvd for
jpeg checkout and return. When the Digital Image Collection Library project is
funded, students will be able to use their login to search the ArtStor collection for
the images. Once they identify the images they wish to use, they will use the OIV
(Offline Image Viewer) to create their lecture or presentation. The OIV pulls the
database related information to each image. If there are some images needed
that are not available on ArtStor, a request for image acquisition through the
Digital Image Collection Library will provide resources for availability, the
copyright office, and digital copystand capture for imagery.

2. Is equipment similar to the equipment being proposed already available
elsewhere on campus (Student Technology Center, ATUS, Library, college
lab, etc.)? If so, please describe why this equipment cannot be utilized for
this project.

No. There is no other area or department on campus that provides a main
support and service to students for access and acquisition of digital image
collection development. The Library and ATUS have purchased CONTENTdm as
a digital image management software, but that does not provide images.
CONTENTdm provides management and a place for specialized collection
images. The Digital Image Collection Library will provide the service to produce
images for CONTENTdm with copyright compliancy and quality standards.

3. If this project involves the replacement of equipment:
   a. Describe the ‘before and after’ configuration changes, or attach a
      spreadsheet that shows the changes.
      See Attached Section 5: 3a sheet.
   b. Describe the costs and benefits of replacing vs. upgrading (if
      applicable):
      1- Digital
      Image Collection (ARTstor): There is no digitial image collection to
      upgrade. 2- Digital Image Collection Library: The Slide Library has only
      one piece of equipment to work digital: a Nikon CoolScan5000, 3-4 years
      old, and the computer equipment is handmedown computers at least 5
      years old, and the camera equipment is for film, not digital.

4. Will this equipment be available to students outside your department?
   No ☐  Yes ☑ (Please describe):
   The Digital Image Collection Library will be available to all Western students and
   faculty.

5. Does this proposal involve the check-out of equipment to students?
No ☐ Yes ☐ (If yes, please discuss whether or not the Student Technology Center can be used for this purpose.)

6. If the equipment will be used by students outside your department, please describe how students will gain access to the equipment, how the availability of the equipment will be publicized, the hours/week during which the equipment will be available, and any costs that will apply.

ARTstor images will be available 24/7 to all students and faculty. ARTstor will be available by individual’s login through Wilson Library Online Catalog. The Digital Image Collection Library will be open M-F 8-5 for specialized image acquisition and student assistance.

7. Does the department have adequate operating funds to provide on-going maintenance and support?

No ☐ Yes ☐ (Please describe):

With the ARTstor and Digital Image Collection Library project acceptance, the CFPA will identify consortial funding to support the retention of ARTstor beyond the initial two year pilot project, by working with Departments, Colleges, Library, CIO and IT Provost.

8. Does the department have adequate personnel funds to provide on-going support for this project?

No ☐ Yes ☐ (Please describe):

With the ARTstor and Digital Image Collection Library project acceptance, the CFPA WILL identify funding to staff and support the workflow and procedure, by working with Departments, Colleges, CIO and IT Provost.

Section Six – Space and Site Information

This section should specifically address any space or site preparation activities that are necessary to complete the project. Any site alterations, painting, security systems, carpeting, construction, or lighting changes that are necessary must be specifically identified. Additionally, the project must specifically address any change in usage of a space (e.g. conversion of a lab, faculty office, etc.).

Special Note: If this project requires any site preparation (electrical, data, lighting, etc.), or if this project uses any spaces not currently under control of the department, a draft project description must be submitted to Space Administration by Friday, Jan 14, 2005. Space Administration and Facilities Management will need to conduct a site survey and provide the applicant with information concerning project feasibility, cost, and schedule. This information must be included in the final project submission.

Proposals for projects that involve any site preparation will be considered only after the required site survey by Space Administration and Facilities Management has been completed.

Please complete the following:
1. Location of equipment installation:
   1- ARTstor: Will become available by proxy server through Wilson Library.
   2- Digital Collection Library Camera Equipment: Will begin by housing in the Slide and Visual Resources Library, Department of Art.

2. Site modification required:
   No ☒ Yes ☐ (Please describe briefly, i.e. electrical, air handling, painting, lighting, security, network access, etc.):

3. Will this project use space not currently assigned to your department?
   No ☒ Yes ☐ (Please describe):

Section Seven – Project Schedule
This section describes the overall implementation schedule of the project. Applicants should assume that project awards will be made by end of spring quarter. Whenever possible, projects should be substantially completed by January 1 of the year following award of the project. If a proposed project cannot be substantially completed by this time, the applicant should provide a detailed explanation of the project schedule and the reasons for the extended time period.

Please make sure the project schedule agrees with the schedule provided by Space Administration and Facilities Management (if there is any site preparation involved).
Project Schedule:
February - May 2007:
- Create Image Acquisition Policy
- Create a Workflow Plan
- Identify Staffing and Areas
- Create Marketing Plan to campus for ArtStor and Digital Image Collection Lib.
- Work on data entry and metadata standards
- Identify Acquisition Authorities (staff)
June 2007:
- Subscribe to ArtStor Initial Fee and 2007-2008 Year Annual Fee
- Acquire/Prepare Proxy Server
- Training for Acquisition Authority staff/stations
- Schedule regular training sessions available to students and faculty
- Order needed digital equipment for the Digital Image Collection Library
July 2007:
- Install Digital Image Collection Library Equipment
June 2008:
- CFPA/Departments/Colleges/Library/CIO/IT Provost define continued funding
July 2008:
ARTstor 2008-2009 annual renewal for academic year

Section Eight – Constraints
This section should list any external or internal factors that could affect the 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).

1. Please describe any constraints to this project.
   None

Section Nine – External Funding
This section must be completed for any projects over $100,000. For projects this large, the applicant should investigate opportunities for obtaining external funding for all or for part of the proposed project.

1. Describe the external organization(s) that may be able to provide funding in support of this project.
   N/A

2. Describe the funding cycle for these requests. (Please show both submittal dates as well as projected award dates)
   N/A

3. Indicate the amount of funding that will be requested. Please explain why the funding agency cannot provide the entire amount.
   N/A

4. In cases where joint funding is requested, what will happen if the STF award is made and the external grant is not awarded?
   N/A

5. Has a grant proposal already been submitted for all or part of the proposed STF project?
   No