Digital Public Library of America in Ohio Planning Project

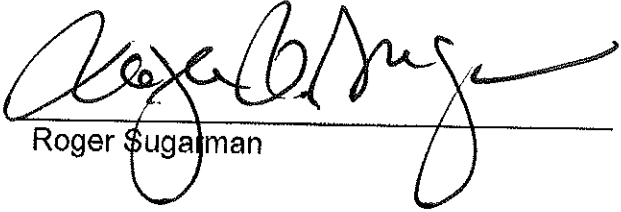Project Coordinator
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President of the Board:

Roger Sugarman

US House Districts – 3, 5
Ohio House Districts – 17, 18, 19, 20, 25, 26
Ohio Senate District – 3, 15

This project does not require compliance with CIPA requirements.

We certify that local matching funds are available for the purpose of this project at the time this proposal is submitted or with the intent to commit local matching funds if this application is funded if the new annual budget allows for such a commitment.

Abstract

The Columbus Metropolitan Library (CML) requests $39,916 in funding from Library and Services Technology Act (LSTA) funds awarded by the State Library of Ohio to conduct the DPLA in Ohio Planning Project, which will develop a plan for Ohio cultural heritage institutions to participate in the Digital Public Library of America through creation of an Ohio Service Hub. Founded in 2010, the DPLA is the nation's digital library with the goal of bringing together the riches of America's libraries, archives, and museums, and making them freely available to the world. Participation in the DPLA will make material from Ohio's libraries, museums and archives accessible to millions of users who search the Digital Public Library of America (http://dp.la/).

The goal of this planning project is to create a roadmap for establishing a DPLA Service Hub in Ohio. The primary activities of the project are to:

1) Identify a DPLA service model that will best suit the Ohio library and cultural heritage environment, including best practices for shareable metadata

2) Develop a tactical strategic plan for the development of the DPLA application

3) Assist Ohio libraries and cultural heritage institutions in developing a Pathway to DPLA through a survey on digitization programs in Ohio and culminating in a day-long statewide symposium.

This project is critical for Ohio to maintain its role as a leader in digitization efforts at the national level. As America's national digital library, DPLA would be incomplete without contributions from Ohio institutions. The proposed project will provide a means for Ohio institutions to be part of the DPLA, provide Ohioans with one-stop shopping for searching digital images of our cultural heritage and develop a national model for states to participate in the DPLA.

Community Needs Assessment

Over the past two decades, Ohio libraries and cultural heritage institutions have built extensive digital collections through projects such as Ohio Memory and the Ohio Digitization Hubs project. The Public Library of Cincinnati and Hamilton County (PLCHC), for example, has leveraged a series of LSTA grants to establish a high-quality digitization lab for creating digital versions of rare books, maps, posters, yearbooks, and city directories. These digital materials are made available on the Internet as a "Virtual Library" at http://virtuallibrary.cincinnatilibrary.org.

During that same time period, the State Library also awarded smaller digitization grants to the Ohio History Connection (formerly the Ohio Historical Society), Ohio Wesleyan University, Columbus Metropolitan Library, NORWELD (Northwest Regional Library System), University of Cincinnati, and other libraries, museums and colleges. A number of smaller libraries have been able to work as part of a consortium to digitize collections. Ohio Memory has a fee-based subscription program and Cleveland Memory offers a regional community partnership model. Most recently, the Ohio Digitization Hubs Project established regional digitization

centers across the state to facilitate creation of a large and accessible collection of materials unique to Ohio.

Ohio colleges and universities have also built a large and diverse set of digital collections. The Ohio State University's Knowledge Bank, for example, contains open access material from departments across the university. In addition to scholarship and research materials, academic digital collections preserve important archival material, such as the Kent State Shootings Oral History collection at Kent State University, the E.W. Scripps collection at Ohio University and over 500,000 birth and death records from Cincinnati included in the University of Cincinnati collections. Institutions are also examining how digital projects fit into the academic curriculum. In 2013, The Five Colleges of Ohio, Inc., a higher learning consortium consisting of Oberlin College, Denison University, Kenyon College, Ohio Wesleyan University, and The College of Wooster, was awarded a three-year grant by The Andrew W. Mellon Foundation to strengthen the digital capabilities of their libraries and embed the use of digital scholarship practices into the liberal arts curriculum.[1] The grant is a continuation of an earlier grant in which librarians, faculty, and students produced more than 50 digitization projects in a wide range of disciplines.

Digitization of these materials allows *greater access* to important and unique resources for the benefit of scholarly and personal research. As libraries evaluate services for a 21st century audience, there is a clear expectation that special collections be available electronically. A report by the Association of Research Libraries Special Collections Task Force explained that, "increasingly, materials that are inaccessible electronically are simply not used."[2] Digitization programs are an opportunity for libraries to offer free, public-domain content and highlight the unique collections that exist in our institutions.

Despite all of the efforts to digitize collections, Ohio does not have a one-stop place where users can search across all digital collections. While some partnerships have been established, the focus has been on regional or field-specific collaborations rather than on a statewide infrastructure for sharing metadata. Library users must go to dozens of Web sites in order to search for all of Ohio's digitized cultural heritage. Gary Lawrence of the University of Southern California explains that "It is evident that any single library, even the largest, is really too small to compete successfully in today's information technology and publishing marketplace." Instead, a "deep collaboration" is needed where, according to Valerie Horton, "two or more organizations contribute substantial levels of organizational commitment, including shared authority, joint responsibility and robust resources allocation, to achieve a common or mutually-beneficial goal."[3] The DPLA is an example of this kind of deep collaboration and Ohio will need to develop a similar mechanism for creating a DPLA Service Hub.

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[1]   Source: http://news.oberlin.edu/articles/five-colleges-ohio-consortium-receives-grant-enhance-digital-library-collections/

[2]   Jones, Barbara M. "Hidden Collections, Scholarly Barriers: Creating Access to Unprocessed Special Collections Materials in America's Research Libraries." RBM: A Journal of Rare Books, Manuscripts, and Cultural Heritage 5:2. Fall 2004: 88-105. [accessed March 14, 2011 at http://rbm.acrl.org/content/5/2/88.full.pdf+html]

[3]   Horton, Valerie. "Going 'All-In' for Deep Collaboration." *Collaborative Librarianship* 5(2):65-69 (2013).

However, items and information relating to Ohio's culture heritage are not just available through Ohio institutions. Thousands of other items exist in institutions across the country. Since these items belong to institutions outside of Ohio, they would not be included in an Ohio-only Web interface. As part of the DPLA, however, the library user can search across collections from participating institutions anywhere in the United States. For example, a search for "Ohio" on the DPLA Web site currently brings back 49,749 results even though no Ohio institution has yet contributed materials. The availability of Ohio information from Ohio institutions would greatly enrich the DPLA content.

History of DPLA
As previously mentioned, the DPLA is an all-digital library that aggregates metadata — or information describing an item — and thumbnails for millions of photographs, manuscripts, books, sounds, moving images, and more from libraries, archives, and museums around the United States. The vision of a national digital library had been circulating among librarians, scholars, educators, and private industry representatives since the early 1990s. Efforts led by a range of organizations, including the Library of Congress, HathiTrust, and the Internet Archive at the national level, have successfully built resources that provide books, images, historic records, and audiovisual materials to anyone with Internet access. Digital collections created by public libraries, universities, archives and museums often exist in silos without any sort of connection to one another. The DPLA brings these different viewpoints, experiences, and collections together in a single platform and portal, providing open and coherent access to our society's digitized cultural heritage.

The DPLA planning process began in October 2010 at a meeting in Cambridge, MA. During this meeting, 40 leaders from libraries, foundations, academia, and technology projects agreed to work together to create "an open, distributed network of comprehensive online resources that would draw on the nation's living heritage from libraries, universities, archives, and museums in order to educate, inform, and empower everyone in current and future - generations." DPLA is modeled on Europeana, a digital library that includes 180 European nations. Since DPLA is designed to be interoperable with Europeana, the possibility of a future world digital library exists. [4]

In September 2012, DPLA began the first effort to establish a national network out of the over 40 state or regional digital collaboratives, numerous large content repositories, and other promising digital initiatives currently in operation throughout the US. Through the Digital Hubs Pilot Project, DPLA is currently working with partners from 13 states to establish Service Hubs that bring together myriad digitized content from across the country into a single access point for end users. DPLA Service Hubs are state, regional, or other collaborations that host, aggregate, or otherwise bring together digital objects from libraries, archives, museums, and other cultural heritage institutions. State and regional hubs agree to collect content that describes their local history, but also content about the U.S. broadly and, when available, international topics. Each Service Hub offers its partners services that range from professional development, digitization, metadata creation or enhancement, to hosting or metadata aggregation. Service Hubs may also provide community outreach programs to increase users' awareness of digital content of local relevance.

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[4] Piper, Paul S. "The Library's Future is Digital: HathiTrust and the Digital Public Library of America." *Online Searcher* (2013).

Need: An Ohio DPLA Service Hub
Service Hubs provide DPLA with their partners' unique metadata records that resolve to digital objects (online texts, photographs, manuscript material, art work, etc.) through a *single data feed*, such as the Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH). They serve as the point of contact for the maintenance and enhancement of metadata records. Service Hubs have been established so far in Connecticut, Massachusetts, Georgia, New York, Indiana, Kentucky, Minnesota, Missouri, Montana, North Carolina, Texas, South Carolina and a consortium of western states through the Mountain West Digital Library. In many states, there is one entity (oftentimes a university or an established digital project) that is the obvious organization to become the Service Hub that brings other organizations into DPLA. In Ohio, however, we are fortunate to have dozens of regional collaboratives. A distributed model that involves many organizations needs to be developed in order to accommodate Ohio's diverse regions, types of libraries and communities of practice.

When the State Library Board funded the Ohio Digitization Hub projects in December 2013, the application indicated that the long term goal of the project was to include the digitized materials in the DPLA. As the grant period progressed and the DigiHub partners met, it became apparent there were other organizations that should have a place at the table moving forward to become a DPLA hub and that expert, unbiased assistance was needed to help formulate a logical, cohesive plan for becoming a DPLA hub.

In 2014, an informal planning group consisting of representatives from academic, public and special libraries as well as library service providers Ohio Public Library Information Network (OPLIN), OhioLINK, Online Computer Library Center (OCLC), and LYRASIS, met to begin discussions about Ohio's participation in the DPLA. The group found that, in order for Ohio to establish a DPLA Service Hub, they must research models for providing metadata aggregation services to determine which options are best for Ohio. An investigation into possible governance structure, policies, list of services and best practices for shareable metadata would also need to be completed along with a plan for the application process to the DPLA. Lasty, there is a need for education and advocacy to ensure that all Ohio cultural heritage organizations that are interested have the ability to participate in the DPLA in Ohio.

The goal of the DPLA in Ohio Planning Project is to establish a roadmap for Ohio institutions to participate in the DPLA through establishment of a Service Hub.

Community Collaboration and Partnerships

This planning project is important to the partners' long-term goals for providing access to digital collections. The members of the original planning group will serve as a Steering Committee for the DPLA in Ohio Planning Project. Steering Committee members represent the following institutions:

- Cleveland Public Library
- Columbus Metropolitan Library
- LYRASIS
- OCLC
- OhioLINK
- Ohio History Connection (formerly the Ohio Historical Society)

- Ohio State University
- Ohio University
- OPLIN
- Public Library of Cincinnati and Hamilton County
- Toledo-Lucas County Public Library
- State Library of Ohio

These members represent organizations from all parts of the state and from different types of institutions. Public libraries, for example, are represented by the four Digital Hubs libraries: Toledo-Lucas County Public Library Cleveland Public Library, Public Library of Cincinnati and Hamilton County and CML, in addition to the State Library and OPLIN. Academic institutions are represented by OhioLINK, The Ohio State University and Ohio University. The Ohio History Connection, through Ohio Memory, includes partners from historical societies, museums and special archives.

The DPLA in Ohio Planning Project has been envisioned as the next phase in establishing fully accessible digital collections across the state. CML, in particular, has included exploring options for the DPLA in its 2015 Tactical Plan. OPLIN has been a critical partner in the planning process and the DPLA in Ohio Planning Project continues to help OPLIN fulfill the directive within Ohio Revised Code Section 3375.64 that OPLIN shall ensure "...equity of access to electronic information for all residents of this state." The Digitization Hubs project also includes the goal of creating images that can eventually be included in the DPLA as one of its long-term outcomes.

The DPLA in Ohio Planning Project also relates to the State Library's long-term plans. Within the current Strategic Plan of the State Library of Ohio (2012-2015), Goal 1 is to, "support digitization efforts to widen access to the State Library of Ohio's collection and increase resource sharing throughout the state." This project goes beyond the digitization hubs project and focuses on establishing a statewide resource for libraries to use to add materials to the DPLA. Goal 3 of the State Library of Ohio's LSTA Five Year Plan 2013-2017 states: "The State Library of Ohio supports exemplary stewardship of library collections and promotes the use of technology to facilitate discovery of knowledge and cultural heritage." Objective 3.1 within Goal 3 is to, "promote distribution and access of information through digitization and reformatting of materials." Goal 3 and Objective 3.1 in turn are based on one of the four purposes for the use of LSTA funds identified by the Institute of Museum and Library Services (IMLS): "facilitate access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry."

This project directly supports those stated purposes, goals, and objectives. By funding this project, the State Library will also be partially completing an activity described in the LSTA Five Year Plan, in that it will "...participate and provide leadership to groups interested in digital content and will encourage libraries to collaborate and partner with museums, historical societies, and other repositories of cultural heritage documents in their communities." While there will be twelve organizations serving on the Steering Committee, the planning project will actually involve feedback from a larger number of Ohio libraries, museums, and historical societies who will participate in the survey and attend the symposium.

Activities

The goal of the DPLA in Ohio Planning Project is to establish a roadmap for Ohio institutions to participate in the DPLA through establishment of a Service Hub. Within that goal there are three measurable objectives:

1) Identify a DPLA service model that will best suit the Ohio library and cultural heritage environment, including best practices for shareable metadata.

   This objective will be achieved through the exploration of different models used by existing DPLA Service Hubs, including review of governance, legal agreements, and technology platforms. A brief survey of Ohio libraries and cultural heritage organizations to assess the current level of digitization activities, including standards used for metadata creation, and harvesting capabilities, will be conducted. The results of this survey will be used to inform those who would serve as aggregators of the metadata content. Additionally, it will identify the level of usage of national standards and best practices. Key to success will be the development of best practices for sharable metadata.

2) Develop a tactical strategic plan for the development of the DPLA application.

   This objective will be achieved through the Steering Committee's development of a strategy for the DPLA application, including exploring legal agreement models, technical strategies, sustainability models, and developing next step strategies that can be used in the grant application.

3) Assist Ohio libraries and cultural heritage institutions in developing a Pathway to DPLA through a survey on digitization programs in Ohio and culminating in a day-long statewide symposium.

   To broaden the understanding of Ohio's cultural heritage organizations of the DPLA program and Ohio strategies, a statewide symposium will be held. This day-long symposium will introduce DPLA, different service models, update participants on digital activities in Ohio, and offer the participants the chance to discuss implementation strategies and issues. The symposium will be held at no cost to participants and will be conducted in a venue where there are no rental fees, such as the State Library of Ohio.

To support the work of the Steering Committee, CML will contract with the Bishoff Group, particularly consultants Tom Clareson and Liz Bishoff. The two consultants have worked on numerous statewide digitization plans, statewide and regional digital preservation planning projects, and have assisted states including New York, Florida, and Colorado on planning for DPLA participation. Clareson is currently Senior Consultant for Digital & Preservation Services at LYRSASIS and has 20 years of experience in preservation and digitization services. He previously served as Global Product Manager at OCLC.; and in various capacities at Amigos Library Services, Inc. Tom holds a Master of Library and Information Science(MLS)from Kent State University, a Master of Arts (MA) from Ohio State University, and a Bachelor of Arts (BA) from Ohio Wesleyan University. Formerly a representative from the Society of American Archivists to the Joint Committee on Archives, Libraries, and Museums, he currently serves

on the Board of Trustees of Heritage Preservation, the national institute for preservation and conservation advocacy. He has successfully conducted over 200 site surveys covering preservation, digitization, and special collections-related issues. Tom is very familiar with Ohio cultural heritage institutions, having been the consultant for the Ohio Connecting to Collections initiative since its inception in 2009. He also consulted with 16 other states and territories on their Connecting to Collections projects.

Bishoff works with archives, libraries and museums developing digital program plans, digital preservation plans, providing guidance on development of local practices, and offers workshops on a range of digital topics including digital project management, metadata, digital preservation and funding digital projects. Previously Bishoff was the Director of Digital and Preservation Services at BCR, Inc. and served as Vice President for Digital Collection Services at OCLC, and founding Executive Director of the Colorado Digitization Program. Under several IMLS National Leadership Grants, Bishoff led the development of collaborative best practices in metadata and digital imaging, resulting in the widely adopted CDP Metadata Dublin Core Best Practices and the Digital Imaging Best Practices. Bishoff is an active member of the American Library Association she is a member of the American Library Association (ALA) Council, the ALA Board and a past-Treasurer of the ALA.

In addition, Emily Gore, Director for Content of the Digital Public Library of America, will be an advisor on the project. Gore provides strategic vision for DPLA content and metadata, coordinates content and collections workflows and oversees the DPLA Hubs program. Much of Gore's work focuses on identifying and helping to establish new Service Hubs for DPLA. Before joining DPLA, Emily served as Associate Dean for Digital Scholarship and Technology at Florida State University Libraries. She has a Master of Library and Information Science (MLIS) from the University of Alabama, a BA from Clemson University and is a 2011 graduate of the Frye Leadership Institute.

The project will begin in July 2015 with an in-person meeting, which will review project goals and desired outcomes, review available documentation, confirm roles and responsibilities of all parties, and review and finalize logistics for project. Consultants, Steering Committee members and advisors will participate in the meeting. A complete timeline for completion of the project can be found in Appendix A.

Assessment and Evaluation
The goal of the DPLA in Ohio Planning Project is to establish a roadmap for Ohio institutions to participate in the DPLA through establishment of a Service Hub. Within that goal there are three measurable objectives:

1) Identify a DPLA service model that will best suit the Ohio library and cultural heritage environment, including best practices for shareable metadata.

    Two deliverables will achieve this objective:

    • Steering Committee members will produce a report that outlines a set of best practices for shareable metadata that will facilitate the aggregation of metadata and participation in DPLA; a review the DPLA Metadata application program interface and a review the existing metadata best practices used by Ohio

libraries and cultural heritage organizations. This report will be published on the project Web page, discussed at the symposium and revised before the end of the project.

• Steering Committee members will produce a report that outlines a recommendation for a governance structure, legal agreements, advocacy and partner engagement for Ohio's DPLA Service Hub. This report will be published on the web page and undergo the same review process as with the metadata best practices group.

2) Develop a tactical strategic plan for the development of the DPLA application.

   The deliverable for this objective will be a successful application for a DPLA Service Hub in 2016.

3) Assist Ohio libraries and cultural heritage institutions to developing a Pathway to DPLA through a survey on digitization programs in Ohio and culminating in a day-long statewide symposium.

   This objective will result in a report published on the project Web site that documents how institutions can participate in DPLA. The report will include a survey of Ohio cultural heritage institutions and the state of digitization in Ohio, including the number of institutions that are ready to participate in DPLA and how many need additional help. The survey will be considered successful if 15% of institutions respond. Secondly, all survey participants will be invited to a day-long symposium that will introduce them to DPLA, review the survey results and discuss the findings of the project. This portion of the project will be considered successful if 80% or more of participants indicate on the evaluation that they found the event to be "very helpful" for their institutions.

In the 21st century, it is critical for libraries to go beyond simply digitizing materials and consider the best way to make digital collections easily searchable for users. The DPLA offers the opportunity to present Ohio's cultural heritage in a format that is easily discovered and understood by library users.

DPLA in Ohio Budget

	Federal	Local	Total
Consultants (The Bishoff Group)			
Phase			
One: Engagement initiation and documentation review			
Two: Service Hub Analysis			
Three: DPLA Symposium			
Four: Survey			
Five: Best practice development			
Six: Application development			
Subtotal:	$34,292	$5,443	$39,735
DPLA Consultant (Emily Gore)	$4,518	$0	4,518
Administration (2.5%)	$1,106	$0	$1,106
Total Project Costs:	**$39,916**	**$5,443**	**$45,359**
Total LSTA Funds Requested:	**$39,916**		

THE BISHOFF GROUP LLC

February 16, 2015

Angela O'Neal
Columbus Metropolitan Library
Columbus, OH

Dear Angela,

Please find enclosed a proposal for the consulting services in support of the Ohio Digital Public Library for America (DPLA) initiative. Based on our conversations, The Bishoff Group, LLC (TBG) would serve as the project consultants on the grant submitted by the Columbus Metropolitan Library. Under this planning grant, the Library in collaboration with representatives from OhioLINK, Ohio History Center, OPLIN, and other organizations will be developing a tactical strategy for implementation of an Ohio DPLA service hub.

Based on our conversation, this project will be undertaken in multiple phases. The initial phase will focus on exploration of different models used by existing DPLA service hubs, including review of governance, legal agreements, and technology platforms. To broaden the understanding of Ohio's cultural heritage organizations of the DPLA program and Ohio strategies, a statewide symposium is proposed. This day-long symposium could introduce DPLA, different service models, update participants on digital activities in Ohio, and offer the participants the chance to discuss implementation strategies and issues.

A brief survey of Ohio libraries and cultural heritage organizations will be conducted to assess the current level of digitization activities, including standards used for metadata creation, and harvesting capabilities. The results of this survey will be used to inform those who would serve as aggregators of the metadata content. Additionally it will identify the level of usage of national standards and best practices. Key to success will be the development of best practices for sharable metadata. We propose to work with a small working group to develop a set of best practices for the project.

Finally we propose to work with the leadership team on development of a strategy for the DPLA application, including exploring legal agreement models, technical strategies, sustainability models, and developing next step strategies that can be used in the grant report.

To assure the success of the project, we propose kicking off the project with an in person Smart Start meeting, which will review project goals and desired outcomes, review available documentation, confirm roles and responsibilities of all parties, and review and finalize logistics for project. It is recommended that this session involve the project leadership. This session will be combined with the initial planning meeting where we'll review the different DPLA service hub models.

Liz Bishoff, The Bishoff Group, and Tom Clareson, LYRASIS, will serve as the project consultants.

The project has a total of 31 days consulting services. The total cost for this work is $37,200 plus travel expenses of approximately $2,535. Should you require any revisions or modifications to this proposal, please let us know.

THE BISHOFF GROUP LLC

Best regards,

Liz Bishoff

Project Outcomes: This project will
- Identify a DPLA service model that will best suit the Ohio library and cultural heritage environment
    - Review one or more DPLA service hub models, identifying elements that may be appropriate to Ohio
    - As appropriate, conduct interviews of Service Hub Program Managers
    - Collect documentation from Service Hubs to assist in decision making
- Conduct a brief survey on the digitization programs in Ohio libraries and cultural heritage organizations
- Assist in designing and conducting a day-long statewide symposium—*Pathway to DPLA*
- Facilitate the develop best practices for sharable metadata in support of the Ohio DPLA program
- Facilitate the development of the tactical strategic plan for the development of the DPLA application

Detailed Work Plan

Phase1: Project planning (Smart Start Meeting & Documentation Review)—2 days (1 day x 2 consultants)
Project planning and documentation review:
- Draft agenda for Smart Start meeting
- Conduct Smart Start Meeting
    - clarify and confirm project goals
    - review availability of project documentation
    - confirm project roles/responsibilities
    - confirm project timeline
    - identify dates for symposium
    - identify timeline for the survey
    - identify metadata working group participants
    - verify project logistics
    - review report requirements
- Documentation Review
    - Identify existing digital collaboratives
    - Identify existing metadata best practices
    - Other

Phase 2: DPLA Service Hub Model Review—3 days (1.5 days x 2 consultants)
Research potential DPLA Service Hub Models that will be reviewed with the Ohio DPLA Planning Committee.
- Review governance structures
- Review strategies for member partner legal agreements
- Review technical infrastructure strategies
- Presentation at day-long meeting of planning group
- Identify follow-up questions for selected hubs
- Arrange and conduct follow-up calls with selected hubs

Phase 3: DPLA Statewide Symposium—4 days (2 days x 2 consultants)
Assist Ohio DPLA Planning Committee in planning and implementing a one day statewide DPLA symposium.

Phase 4: Survey design, implementation & analysis—6 days (3 days x 2 consultants)
- Design survey working with Ohio DPLA Planning Committee
- Pre-test survey and revised survey
- Survey in field
- Analyze survey and prepare draft report
- Final report with recommendations

Phase 5: Facilitate the development of best practices for shareable metadata—8 days (4 days x 2 consultants)
- Working with an Ohio DPLA working group
  - review the DPLA Metadata API
  - review the existing metadata best practices used by Ohio libraries and cultural heritage organizations
  - develop a set of best practices for shareable metadata that will facilitate the aggregation of metadata and participation in DPLA

Phase 6: Development of tactical strategy —8 days (4 days x 2 consultants)
- Working with an Ohio DPLA planning committee review and identify appropriate models for Ohio
  - Legal agreement model
  - Technical infrastructure
  - Advocacy and partnership engagement
  - Governance structure
  - Program sustainability

Proposed Project Budget: The budget proposal reflects the four phases of the project.

Phase	Days	Total
One: Engagement initiation and documentation review	2 day (1 day, 2 consultants)	$2,400
Two: Service Hub Analysis	3 days(1.5 days, 2 consultants)	$3,600
Three: DPLA Symposium	4 days (2 days, 2 consultants)	$4,800
Four: Survey	6 days (3 days, 2 consultants)	$7,200
Five: Best practice development	8 days (4 days, 2 consultants)	$9,600
Six: Application development	8 days (4 days, 2 consultants)	$9,600
Total-Consulting services	31 days	$37,200
Total Travel costs (estimated)		$ 2,535
Total Project costs		$39,735

Proposed Timeline: The project timeline is still to be developed.

Fees: Columbus Metropolitan Library shall pay The Bishoff Group a fee of $37,200. The Library will invoice at the conclusion of each phase. The daily rate of $1200 per consultant is the rate charged to educational, governmental and non-profit organizations.

This price quote is good for 90 days.

Facilities and Equipment: The Bishoff Group shall, at its sole cost and expense, furnish all facilities and equipment, which may be required for furnishing services pursuant to this agreement, except as noted below:
- The Bishoff Group will use Survey Monkey for the online survey.
- The Library will arrange for flip charts and easels for the planning meetings.
- The Library will be responsible for all arrangements and costs associated with all meetings and for the symposium.
- The Library will be responsible for all costs associated with duplication of materials.

Reimbursable Expenses: Travel and per diem are estimated based on February, 2015 costs and are based on US federal travel guides.

Additional Services: Additional services required during the course and development of the project are those services outside the scope of the services detailed above. Additional services shall be provided only when requested in writing by The Library. The Library reserves the right to perform any additional services with its own staff or to retain The Bishoff Group to perform said additional services for an additional fee. The daily fee is $1200 per day per consultant.

OHIO PUBLIC LIBRARY INFORMATION NETWORK

2323 West 5th Avenue, Suite 130 • Columbus, Ohio 43204 • 614.728.5252 (phone) • 614.728.5256 (fax)

March 19, 2015

[NOTE: This letter reflects the general sentiments of the OPLIN Board and will be signed by the OPLIN Director following formal Board approval of the amount of the matching funds at the Board's April 10, 2015 meeting.]

Missy Lodge
State Library of Ohio
274 E. First Ave., Suite 100
Columbus, OH 43201

Dear Ms. Lodge:

I am pleased to inform you that the board of trustees of the Ohio Public Library Information Network (OPLIN) will support the "DPLA in Ohio" planning project by contributing $5,443 in matching funds toward the cost of the project.

We are excited that this project will bring libraries, archives and museums across the state together to develop a plan for Ohio's participation in the Digital Public Library of America (DPLA), the national digital library. While OPLIN will not be directly participating in the digitization of materials that might appear in the DPLA, we have already provided significant financial support to the LSTA-funded "Digitization Hubs" project, now underway, and are now prepared to offer financial support to the DPLA in Ohio project, which will complement the Digitization Hubs project.

OPLIN feels that it is important that the digital materials produced by the Digitization Hubs be included in the DPLA. The DPLA is working to collect digitized items from America's libraries, archives, and museums, and make them freely available online (http://dp.la/). This work has been going on since 2010, when leaders from libraries, foundations, academia, and technology projects came together and agreed to create "an open, distributed network of comprehensive online resources that would draw on the nation's living heritage from libraries, universities, archives, and museums in order to educate, inform, and empower everyone in current and future generations."

It is now time for Ohio's leaders to come together and join this national effort and ensure that Ohio's cultural heritage is part of the national collection. The DPLA in Ohio planning grant proposed by the Columbus Metropolitan Library, and supported by matching funding from OPLIN, will bring together participants from across the state to identify a service model for DPLA, create a plan for submitting an application to the DPLA and provide educational opportunities for Ohio libraries to help them get ready to participate in the DPLA. OPLIN leadership will actively participate in discussions with the planning group and will also participate in promotional efforts to tell Ohio public libraries about the DPLA in Ohio Planning Project.

The Ohio Public Library Information Network was established in the Ohio Revised Code for the purpose of ensuring equity of access to electronic information for all residents of this state. The public libraries that participate in OPLIN are ideally positioned within their communities to digitize and provide access to historical materials held by other local libraries, museums, archives, and their local communities. Because public libraries will be so important in creating and providing access to this new electronic information, OPLIN has supported the Digitization Hubs project, and now will provide financial support to this DPLA in Ohio project as well.

Sincerely,

Stephen Hedges, Director

March 12, 2015

Missy Lodge
State Library of Ohio
274 E. First Ave., Suite 100
Columbus, OH 43201

Dear Ms. Lodge:

It is my pleasure to confirm that the Public Library of Cincinnati and Hamilton County will participate in the "DPLA in Ohio" planning project, a joint initiative of libraries, archives and museums across the state to develop a plan for Ohio's participation in the Digital Public Library of America (DPLA), the national digital library. The partnership is seeking funding from the LSTA (Library Services and Technology Act) program, funded through the independent federal agency IMLS (Institute of Museum and Library Services), to support this collaborative project.

The Digital Public Library of America (DPLA) brings together the treasures of America's libraries, archives, and museums, and makes them freely available to the world. Digital collections created by public libraries, universities, archives and museums often exist in silos without any connection to one another. The DPLA brings these different viewpoints, experiences, and collections together in a single platform and portal, providing open and coherent access to our nation's digitized cultural heritage in a freely accessible Web portal.
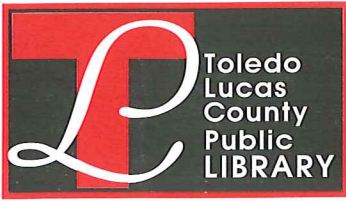
The Public Library of Cincinnati and Hamilton County is committed to digitization efforts and over the past decade PLCHC has leveraged a series of LSTA grants to establish a high-quality digitization lab for creating digital versions of rare books, maps, posters, year books and city directories. Participation in the DPLA would open access to our digital collections to more users in Ohio and the world.

The DPLA in Ohio planning grant proposed by the Columbus Metropolitan Library will bring together participants from across the state to identify a service model for DPLA, create a plan for submitting an application to the DPLA and provide educational opportunities for Ohio libraries to prepare them for participation in the DPLA. As part of this project, we will participate in discussions with the planning group and take steps for our organization to participate in DPLA. We will participate in promotional efforts to tell other libraries about the DPLA in Ohio Planning Project.

DPLA is the next phase in creating access to Ohio's cultural heritage collections. I look forward to working with the project partners to plan Ohio's participation.

Sincerely,

Kimber L. Fender
The Eva Jane Romaine Coombe Director

Toledo Lucas County Public LIBRARY

325 Michigan Street
Toledo, Ohio 43604-6614

419 / 259-5256
Fax 419 / 255-1332

toledolibrary.org

Clyde S. Scoles
Library Director

March 12, 2015

Ms. Missy Lodge
State Library of Ohio
274 E. First Ave., Suite 100
Columbus, OH 43201

Dear Ms. Lodge:

It is my pleasure to confirm that the Toledo-Lucas County Public Library (TLCPL) will participate in the "DPLA in Ohio" planning project, a joint initiative of libraries, archives and museums across the state to develop a plan for Ohio's participation in the Digital Public Library of America (DPLA), the national digital library. The partnership is seeking funding from the LSTA (Library Services and Technology Act) program, funded through the independent federal agency IMLS (Institute of Museum and Library Services), to support this collaborative planning project.

The DPLA brings together the treasures of America's libraries, archives, and museums, and makes them freely available to the world. The vision of a national digital library had been circulating among librarians, scholars, educators, and private industry representatives since the early 1990s. Digital collections created by public libraries, universities, archives and museums often exist in silos without any sort of connection to one another. The DPLA brings these different viewpoints, experiences, and collections together in a single platform and portal, providing open and coherent access to our nation's digitized cultural heritage in a freely accessible Web portal at http://dp.la.

TLCPL is committed to digitization as part of the Library's mission. A recent LSTA grant, in collaboration with three other metropolitan library systems, allowed us to purchase equipment to digitize and share more widely our unique holdings. TLCPL now has a digitization lab and is cataloging digital records to higher standards in terms of metadata and searchability. A chief objective of our digitization efforts is to collaborate with regional libraries, museums, and archives to assist them in digitizing their unique holdings. Additionally, collaborating with community groups and individuals to better tell the story of Lucas County and our "local memory" will benefit a wide variety of researchers. Participation in the DPLA would open access to our digital collections to even more users in Ohio and throughout the world.

Ms. Missy Lodge
March 12, 2015
Page Two

The DPLA in Ohio planning grant proposed by the Columbus Metropolitan Library will bring together participants from across the state to identify a service model for DPLA, create a plan for submitting an application to the DPLA and provide educational opportunities for Ohio libraries to help them get ready to participate in the DPLA. As part of this project, we will actively participate in discussions with the planning group and take steps for our organization to participate in DPLA. We will also participate in promotional efforts to tell other libraries about the DPLA in Ohio planning project.

DPLA in Ohio is the next phase in creating access to Ohio's cultural heritage collections. I am excited to be part of this project and look forward to working with the project partners to plan Ohio's participation in the DPLA.

Sincerely,

Clyde S. Scoles
Director & Fiscal Officer

CSS:MD/srg

OhioLINK
An **OH·TECH** Consortium Member

East Chestnut Street, 8th Floor, Columbus, Ohio 43215 • **Phone:** (614) 485-6722 • **Fax:** (614) 228-1807 • www.ohiolink.edu

March 3, 2015
Missy Lodge
State Library of Ohio
274 E. First Ave., Suite 100
Columbus, OH 43201

Dear Ms. Lodge:

It is my pleasure to confirm that OhioLINK. The Ohio Library and Information Network, will participate in the "DPLA in Ohio" planning project, a joint initiative of libraries, archives and museums across the state to develop a plan for an Ohio's participation in the Digital Public Library of America (DPLA), the national digital library. The partnership is seeking funding from the LSTA (Library Services and Technology Act) program, funded through the independent federal agency IMLS (Institute of Museum and Library Services), to support this collaborative planning project.

The Digital Public Library of America (DPLA) brings together the treasures of America's libraries, archives, and museums, and makes them freely available to the world. The vision of a national digital library had been circulating among librarians, scholars, educators, and private industry representatives since the early 1990s. Digital collections created by public libraries, universities, archives and museums often exist in silos without any sort of connection to one another. The DPLA brings these different viewpoints, experiences, and collections together in a single platform and portal, providing open and coherent access to our nation's digitized cultural heritage in a freely accessible Web portal at http://dp.la.

OhioLINK as a central organization has a robust and sustainable technological infrastructure with skilled system administration and development staff by virtue of its inclusion in the OH-TECH consortium. OhioLINK has staff with deep experience in collaborative efforts across the consortium to build and support platforms for open access digital material of all kinds, and the communication and collaboration infrastructure in place to identify, organize and support member participation in the DPLA. Since almost all academic institutions in Ohio are already members of OhioLINK, our participation via of the contribution of academic metadata would include almost all available academic content in the state of Ohio to the DPLA.

The DPLA in Ohio planning grant proposed by the Columbus Metropolitan Library will bring together participants from across the state to identify a service model for DPLA, create a plan for submitting an application to the DPLA and provide educational opportunities for Ohio libraries to help them get ready to participate in the DPLA. As part of this project, we will actively participate in discussions with the planning group and take steps for our organization to participate in DPLA. We will also participate in promotional efforts to tell other libraries about the DPLA in Ohio Planning Project.

Sincerely,

Gwen Evans

OH·TECH | Ohio Technology Consortium
A Division of the Ohio Board of Regents

THE OHIO STATE UNIVERSITY

February 6, 2015

LSTA Advisory Council
State Library of Ohio
274 E. First Ave., Suite 100
Columbus, OH 43201

Dear LSTA Advisory Council:

As the Vice Provost and Director of The Ohio State University Libraries, I would like to add my enthusiastic support for the proposed Digital Public Library of America (DPLA) planning grant proposed by the Columbus Metropolitan Library (CML). The planning grant represents a joint effort by many organizations from around the state working collaboratively to support Ohio communities, students, educators, and researchers.

The DPLA is a national effort by cultural heritage organizations to bridge the divide that separates the public from the rich primary resources found in libraries, museums and archives. The DPLA connects communities with needed resources, helping to fill in access gaps, and promotes the use of primary resources in education. And, given Ohio's storied history as the home of United States Presidents, congressmen and women, astronauts, inventors, and scholars of note, the lack of Ohio's cultural heritage materials within the DPLA leaves a noticeable gap both nationally and locally.

The proposed planning grant by CML will give Ohio's cultural heritage organizations the opportunity to better understand what is necessary to not only successfully join the DPLA, but create a long-term, sustainable state-wide partnership that is uniquely Ohio. As part of this grant, The Ohio State University Libraries will be actively participating in discussions with the planning group to support the project and better understand how we can make our own digital collections more visible to Ohio communities and beyond.

I sincerely hope that the LSTA Advisory Council will full support this effort and provide the funding necessary to allow this project to move forward.

Sincerely,

Carol P. Diedrichs

Carol Pitts Diedrichs
Vice Provost and Director of University Libraries

BUT FOR OHIO STATE

OHIO
UNIVERSITY
University Libraries

March 18, 2015

Office of the Dean
Vernon R. Alden Library
Athens, OH 45701-2978
740-593-2705

Missy Lodge
State Library of Ohio
274 E. First Ave., Suite 100
Columbus, OH 43201

Dear Ms. Lodge:

As Dean of Libraries, it is my pleasure to confirm that Ohio University will participate in the "DPLA in Ohio" planning project, a joint initiative of libraries, archives and museums across the state to develop a plan for an Ohio's participation in the Digital Public Library of America (DPLA), the national digital library. The partnership is seeking funding from the LSTA (Library Services and Technology Act) program, funded through the independent federal agency IMLS (Institute of Museum and Library Services), to support this collaborative planning project.

Ohio University is committed to digitization as part of the library's mission. We have been invested in creating digital artifacts since 1998. Our major collections represent a broad array of content of interest and research value at the local, regional, national, and international levels. These collections include items from Ohio University archives, Senator George V. Voinovich collections, E.W. Scripps papers, and Yao ceremonial artifacts. We are excited by the tremendous opportunity to make our unique collections available worldwide through the DPLA knowing the potential impact on our presence and accessibility.

The DPLA in Ohio planning grant proposed by the Columbus Metropolitan Library will bring together participants from across the state to identify a service model for DPLA, create a plan for submitting an application to the DPLA and provide educational opportunities for Ohio libraries to help them get ready to participate in the DPLA. As part of this project, we will actively participate in discussions with the planning group and take steps for our organization to participate in DPLA. We will also participate in promotional efforts to tell other libraries about the DPLA in Ohio Planning Project.

DPLA in Ohio is the next phase in creating access to Ohio's cultural heritage collections. I am excited to be part of this project and look forward to working with the project partners to plan Ohio's participation in the DPLA.

Sincerely

Scott Seaman
Dean of Libraries

OHIO
HISTORY
CONNECTION

Missy Lodge
State Library of Ohio
274 E. First Ave., Suite 100
Columbus, OH 43201

Dear Ms. Lodge:

It is my pleasure to confirm that the Ohio History Connection will participate in the "DPLA in Ohio" planning project, a joint initiative of libraries, archives and museums across the state to develop a plan for an Ohio's participation in the Digital Public Library of America (DPLA), the national digital library. The partnership is seeking funding from the LSTA (Library Services and Technology Act) program, funded through the independent federal agency IMLS (Institute of Museum and Library Services), to support this collaborative planning project.

The Digital Public Library of America (DPLA) brings together the treasures of America's libraries, archives, and museums, and makes them freely available to the world. The vision of a national digital library had been circulating among librarians, scholars, educators, and private industry representatives since the early 1990s. Digital collections created by public libraries, universities, archives and museums often exist in silos without any sort of connection to one another. The DPLA brings these different viewpoints, experiences, and collections together in a single platform and portal, providing open and coherent access to our nation's digitized cultural heritage in a freely accessible Web portal at http://dp.la.

The Ohio History Connection is committed to digitization as part of the organization's mission. The Ohio History Connection, in partnership with the State Library of Ohio, has been working with cultural heritage institutions from around the state for the past 15 years to build the Ohio Memory collection. To date, Ohio Memory contains over 500,000 digital images from over 360 cultural heritage institutions representing all of Ohio's 88 counties. Ohio's participation in the DPLA would increase access to our digital collections not only in Ohio, but throughout the world.

The DPLA in Ohio planning grant proposed by the Columbus Metropolitan Library will bring together participants from across the state to identify a service model for DPLA, create a plan for submitting an application to the DPLA and provide educational opportunities for Ohio libraries to help them get ready to participate in the DPLA. As part of this project, we will actively participate in discussions with the planning group and take steps for our organization to participate in DPLA. We will also participate in promotional efforts to tell other libraries about the DPLA in Ohio Planning Project.

DPLA in Ohio is the next phase in creating access to Ohio's cultural heritage collections. I am excited to be part of this project and look forward to working with the project partners to plan Ohio's participation in the DPLA.

Sincerely,

Stacia Kuceyeski
Director of Outreach