



Innovation Grant Application

Library: Northwest Regional Library System: Bay County Public Library

Project Manager: Laura Moree

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Name of Project: Preserve This! Photograph Digitization Campaign

Grant Amount requested: \$3,954.20

Scope of the Project:

This project seeks to offer the genealogy and local history community digital preservation classes and demonstrations, as well as to revive the library's digital photograph collection to continue preserving and providing widespread access to Bay County's visual history. In order to achieve this goal, the library will need to purchase a high-quality photograph scanner. The kick-off for these ongoing projects will be held during the American Library Association's Preservation Week, April 24 – 29, 2017, with two events: Basics of Scanning Photographs class and Picture This! A Day in Bay to get the community interested in donating photographs of the community. Marketing will be conducted via the library's email newsletter, website, Facebook account, and press releases, and by partnering with the Bay County Genealogical Society and the Historical Society of Bay County.

What need in the library/community will this project address?

The Preserve This! Photograph Digitization Campaign's purpose is two-fold: to begin providing maker-type classes, such as digital preservation and scanning demonstrations, to genealogists, and to spark photograph loans for the Bay County Public Library's Digital Photograph Collection. First, genealogists frequently express a desire to learn how to digitally preserve their family history. However, the library currently does not have a working high-quality scanner with which to bring these maker-movement, hands-on technology classes to genealogists. Not only does this project meet the needs of the genealogy community, but it also aligns with the Northwest Regional Library System's Objective 3.2 of the 2014-2017 Long-Range Plan, which states "All Library locations offer group or individual technology tutoring sessions that address community and individual needs." The second aim of this project is to reignite interest in donating and loaning photographs for the library's digital collection with the Picture This! A Day in Bay program so that this invaluable community resource will continue to grow.

Resources required:

1 KIC Bookedge Flatbed Scanner from Digital Library Systems Group: \$3,954.20

Activities/Timeline (include estimated completion date):

1. The scanner will be ordered, received, and installed by the Bay County's Information Technology Department. **Timeline: January - February 2017**
2. The Local History & Genealogy Department Staff will be trained on the use of the equipment. In addition, marketing for the programs will begin via the Bay County Public Library's Throwback Thursday posts utilizing historic photographs and advertised during the Genealogy classes being offered on February 1 and 15, 2017 at the Bay County Public Library. An ad will be placed in the Bay County Genealogical Society's March 2017 edition of *The County Line*.
Timeline: February-March 2017
3. The programs offered in conjunction with the American Library Association's Preservation Week will be:
 - a. **Basics of Scanning Photographs** – Class will include photograph handling, recommended file formats, and a demonstration. Participants will be encouraged to bring a photograph to scan and save to USB. **Timeline: April 25, 2017 from 6:00 – 7:30 p.m.** Additional classes may be scheduled if interest is high.
 - b. **Picture This! A Day in Bay** – The public will be invited to take a picture of themselves, events, and places in Bay County on Saturday, April 29, 2017. Pictures will be submitted with information and permissions to the local history department via Facebook, email, or by lending the photographs to scan by May 26, 2017. Selected photographs will be added to the Bay County Public Library Digital Photograph Collection. **Timeline: April 29, 2017 – May 26, 2017**
4. The programs offered on an on-going basis will be:
 - a. **Preserve This! Photograph Digitization** – Patrons will be invited to loan photographs of Bay County people, places, and events to be scanned and added to the Bay County Public Library Digital Photograph Collection. A copy will be provided to the patron.
Timeline: Kick-off will be April 29, 2017 and will continue year-round
5. Statistics will be kept and a report will be submitted to PLAN on the success of the campaign.
Timeline: Before August 15, 2017

How will the library sustain this project?

The library will sustain this project by offering scanning classes, demonstrations, and the Preserve This! Photograph Digitization campaign throughout the year and in years to come. Equipment maintenance will be completed by the Bay County Information Technology Department.

Library Director's signature: Robin Slader Date: 10/21/16

Amy D. Cooper Date: 10/25/16
Signature of agent, office, or board to whom the Director reports

For PLAN use only:

Approved _____ Not Approved _____

PLAN Executive Director _____