

IMLS Grant Proposal Candidate

Presenter: Danielle Oakes

Representing: Sterling Library at the Morton Arboretum

Collection: Still Images of Woody Plants, 1922-Present



Contents: 20,000 slides of woody plants, mostly color, 1,000 photographic prints in various sizes, 1,000 negatives, black and white, 100 glass lantern slides

Accessibility: Morton Arboretum website (<http://www.mortonarb.org/>), ACORN digital management system (<https://acorn.mortonarb.org/>). Metadata and images can be crosswalked from existing ACORN system to HTML website for dual listing when appropriate.

Audience: Educators, General Public, Historians, Librarians, Science Community

Impact: Resource for cross-disciplinary collaboration

Project plan: 3 year plan, using existing staff and some project hires, using existing scan equipment, new storage and repository, use existing content management system

Goal	Time Needed	Total Hours Needed	Total Months Needed	Team Member
Oversee Project	duration	duration	duration	Project Coordinator
Digitize 20,000 slides, mostly color	2/hr	10000	66.67	Library Asst/Librarian
Digitize 1,000 photographic prints in various size	4/hr	250	1.67	Library Asst/Librarian
Digitize 1,000 negatives, black and white	2/hr	500	3.33	Library Asst/Librarian
Digitize 100 glass lantern slides	1/hr	100	0.67	Library Asst/Librarian
Create ACORN Metadata using interface 22100 items	6/hr	3684	24.56	Library Tech
Upload Metadata and link images into existing interface	static time 3 months	480	3.2	Library Tech
Test interface/QC genus searching	static time 1 month	160	1.07	Digital Collections Librarian
Update existing libraries to include new collection	static time 3 weeks	112.5	0.75	Web Manager
Create marketing for new collection	static time 3 weeks	112.5	0.75	Advertising Coordinator
Host event to reveal new collection	static time 3 weeks	112.5	0.75	Media Relations
Send out press releases	static time 1 week	37.5	0.25	Media Relations
Make design live on website	static time 3 weeks	112.5	0.75	Web Manager
Hook up new servers and equipment	static time 2 weeks	75	0.5	Information Technology Manager
Hire and train staff for project	static time 3 weeks	112.5	0.75	Project Coordinator/Librarian
Follow Up on Collection Storage/Close Project	static time 2 weeks	75	0.5	Project Coordinator

Proposed budget: \$927,647 1:1 ratio of IMLS and Sterling/Morton contribution

SUMMARY BUDGET									
	Year 1	Year 2	Year 3	TOTAL		IMLS	Libraries	TOTAL	
Salaries and Wages	\$188,625	\$209,840	\$78,919	\$477,384		\$186,331	\$291,053	\$477,384	
Fringe Benefits	\$71,591	\$79,782	\$30,979	\$182,352		\$123,058	\$59,294	\$182,352	
Consultant Fees								\$-	
Travel	\$4,400	\$4,400	\$4,400	\$13,200		\$13,200	\$-	\$13,200	
Equipment	\$3,000	\$-	\$5,000	\$8,000		\$8,000	\$-	\$8,000	
Services	\$-	\$-	\$6,000	\$6,000		\$6,000	\$-	\$6,000	
Other	\$-	\$-	\$6,000	\$6,000		\$6,000	\$-	\$6,000	
TOTAL DIRECT COSTS	\$267,616	\$294,022	\$131,298	\$692,936		\$342,589	\$350,348	\$692,936	
INDIRECT COSTS	\$62,015	\$82,516	\$90,179	\$234,711		\$116,757	\$117,953	\$234,711	
TOTAL PROJECT COSTS	\$329,632	\$376,538	\$221,477	\$927,647		\$459,346	\$468,301	\$927,647	
TOTAL REQUEST	\$459,346								
TOTAL COST SHARE	\$468,301				Cost share overage/shortage:				
					\$ (8,955)				
% OF COSTS FROM IMLS	49.52%								

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