Student Technology Fee
Grant Proposal Request Form
Fiscal Year 2012-13
Northwestern State University of Louisiana

ALL BLANKS MUST BE FILLED COMPLETELY

Prepared by: **Michael E. Matthews**   For: **Watson Memorial Library**

Department/Unit: Serials/Media & Archives   College: _____   Campus: **Natchitoches**

Which NSTEP Goals/Objectives does this project meet? _____

Requested equipment will be located/installed/housed? Building **Watson**   Room **311**

Does the department requesting funding receive lab fees? (circle one)   YES **NO**

Are department property policies and procedures in place for requested equipment? **Yes**

Which individual will be responsible for property control of the requested equipment?

Signature: _____   Date: **10/31/2012**

Proposal Requested Amount:$ 28,710 or $14,355 (see below)   Budget Attached (circle one) **YES**/NO

Proposal delivered to Student Technology located in Watson Library, Room 113. Date **10/31/2012**

The proposal must include all specifications, description, model number, quotation, cost, state contract number, and vendor for each item. If the proposal does not include all requested information, it will be returned.

1. Describe target audience.
The primary audience are student researchers (undergraduate and graduate) who use microforms to satisfy course requirements, especially the researching and writing of terms papers and theses . The secondary audience is community members who routinely use microforms to research local and state history. This second group usually includes genealogists, historians, anthropologists, journalists, and fiction writers.
2. Describe project/initiative for which you are requesting funds.
We are seeking funds to purchase two ScanPro 2000 units with software suites and the necessary hardware (desktop computer, etc.) By purchasing this product, we will facilitate better access to our large microfilm collections in Serials/Media and the Cammie Henry Research Center. Our current microfilm machines require extensive training to operate, and can only print out single pages. In stark contrast, the ScanPro 2000 automatically loads and adjusts the film, zooms up to 150x, searches for specific words or phrases using optical character recognition (OCR), and can output scans selected by the user in PDF, JPEG, or TIFF formats. The user can then store the selected scans on his/her thumb drive, making this a paperless process. Please see the instructional video at: http://www.youtube.com/watch?v=0jlXutzmAWA for more details.
3. State measurable objectives that will be used to determine the impact/effectiveness of the project.
Objective 1) After training staff in its operation, we will announce and host several small workshops for students and faculty in the Fall of 2013; Objective 2) We will

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include the use of the ScanPro in any pertinent library instruction sessions for courses offered in History, English, Communications, and Psychology. Objective 3) The ScanPro 2000 will also be introduced at meetings of local preservation organizations.

4. Indicate how each project objective will be evaluated.

Objective 1) A questionnaire for each workshop will be filled out by participants using a five-point scale of satisfaction. Interviews may also be recorded with the consent of the interviewee. Objective 2) Librarians will work closely with students and teaching faculty in integrating the use of the ScanPro 2000 in their class assignments. Both students and faculty will be interviewed via questionnaire on whether the ScanPro 2000 simplified their use of microforms. Objective 3) The Head of Serials will interview local researchers on their use of the ScanPro 2000. Interviews will be transcribed or summarized and included as part of the annual service assessments of the NSU Libraries.

5. If funded, which NSTEP http://www.nsula.edu/nstep/NSTEP.pdf objective(s) will this funding of this project advance? How will funding of the project advance the University and College/unit technology plan?

This project would satisfies NSTEP Objective 1 by providing a vastly improved microfilm scanning/reproduction technology than the currently used microfilm machines. Our project satisfies NSTEP Objective 2 by providing the library a means to expand usage of its microfilm collection among students for whom the use of microfilm is inconvenient and unsatisfying. Finally, by providing a new and modern method of using microfilm we advance NSTEP Objective 8. The ScanPro 2000 will facilitate the use of microfilm in class assignments, and encourage students to use microfilm resources in their research. We also advance the Library's technology plan by providing a bridge between a 20th century technology (microfilm, invented in the 1940s) with a 21st century interface.

6. Provide a justification for funding of this project. Estimate the number of student that will be served per academic year and in what ways. Please indicate also any unique needs of the target group.

Before the digitization of media content, microfilm was widely used by students. However, most of the world's knowledge (including Watson Library's) is still on paper or microfilm.

7. List those individuals who will be responsible for the implementation of the project/initiative and indicate their demonstrated abilities to accomplish the objectives of the project.

Michael E. Matthews, Head of Serials, Media, and Interlibrary Loan has worked for the NSU Libraries for eight years as an instruction librarian and serials librarian. He has extensive experience in the planning and evaluation of grant projects including a recently awarded Board of Regents Grant for $62,500 that requires the coordination of five universities in the UL-System.

8. Describe any personnel (technical or otherwise) required to support the project/initiative.

The yearly maintenance contract (to be paid by the Library budget) provides installation and training. We will not be using the network interface card on the ScanPro 2000, and will rely on the use of thumb-drives and CDs only. Therefore, we are confident that Information Systems personnel will not be used for this project.

9. Provide a schedule for implementation and evaluation.

May 1st 2013: Delivery of ScanPro 2000 systems
May 15th 2013: Installation of systems and training of library staff completed
June 1st-August 1st 2013: Head of Serials plans publicity campaign and workshops
August 15th (approximately) 2013: First workshops held during faculty on-call week. (Interviews conducted)
August 30th-December 1st 2013: Library instruction sessions using the ScanPro 2000 are scheduled and taught (Interviews conducted)
December 2013-January 2014: Interviews are summarized, included in annual Library Services report to VPASA Dr. Abney.

10. Estimate the expected life of hardware and software. Explain any anticipated equipment/software upgrades during the next five years.

Like all hardware and software, the lifetime of the ScanPro 2000 system is predicted to be about 5-7 years. The yearly maintenance contract also covers any upgrades to the system(s). As long as the Library is provided the funds to maintain this contract, equipment and software upgrades will be handled by the CF Biggs company in Shreveport.

11. Explain in detail a plan and policy that will be in place to ensure property security/controls for any equipment received through a Student Technology Fee.
If you are requesting equipment that will be either/or checkout to students or moved within the department, you must provide a checkout/loan policy.

If necessary, the ScanPro 2000 system and its hardware can be secured with a cable and lock system. However, both systems will be placed less than ten feet from a service desk that is staffed by a full time civil service employee.

12. Does the department that is requesting equipment receive lab fees? If so, please provide a justification for requesting funds from tech fee funds over using lab fees from your department.

We do not receive lab fees.

13. Attach a detailed budget.

Please see attached documentation. The circled text and arrows indicate total costs.

14. Attach two (2) letters of support for the project from the following individuals: the requesting department's Dean, the appropriate Vice President or for student request, the SGA President from the requesting campus.

Dr. Abney's letter is attached. Ms. Landry's letter will be available after her convalescence.

October 2, 2012

Eugene P Watson Memorial Library
911 University Parkway
Natchitoches, Louisiana

The C.F. Biggs Company is pleased to offer the following Document Management Solution designed for **The Eugene P Watson Memorial Library.**

ScanPro 2000 $ 6,395.00
   (with PowerScan software, install CD, Scanner to PC cable and interface)
Item #9862000
The e-Image Data ScanPro 2000 uses the latest digital technologies to provide powerful features not found in any other microfilm equipment. These features make the ScanPro 2000 microfilm scanner easy-to-use, fast-to-operate, and so versatile that leading research and academic universities are integrating it into their operations to make the most of their microforms investment. The ultra compact design allows the ScanPro 2000 to fit almost anywhere. The ScanPro 2000 features single zoom lenses 7X to 54X or 7X to 105X which means you don't have to stop your look-ups to change lenses. Complete a high resolution scan at any magnification in ONE second with just "a single click" making it possible to complete your look-ups and research quickly and efficiently. Customize the ScanPro toolbar using just the features needed for your application. Save those settings and recall them when you next use that same application. The ScanPro 2000's meager use of power earns it the highest energy star rating. With the ScanPro 2000 you can use the latest touch screen technology to easily bring the information stored on microforms into the digital world with just the touch of your finger. The Microfilm ScanPro 2000 is the perfect viewer/scanner for all of your microforms, Fiche, Roll Film, Micro Opaques, Micro Books, Ultra Fiche, Cartridge film, and Aperture Cards. And, the Microfilm ScanPro 2000 utilizes combination carriers that remain on the ScanPro when changing film types. These carriers are designed to avoid film scratching, built for public use applications, and feature ball bearing guides with an integrated precision digital roll film controller to provide exceptional film positioning control.

Features and Benefits
High resolution scans of your microfilm in just ONE second.
Single Zoom lenses serve 7X to 54X or 7X to 105X.
Time saving automatic features such as brightness, focus
contrast, image straightening, image cropping, and zoom.
360 degree optical image rotation and digital rotation.
Scan, print, e-mail, save to USB, CD, and hard drive.
PDF, JPEG, TIFF, TIFF comp., TIFF G4, and Multipage.
Customizable toolbar for simple operation.
Save and restore settings provides flexibility and efficiency.
Secure screen mode for public use applications.
On screen help of convenience and ease-of-use.

Carriers:
UCC300   **$2,495.00**
Item #9862300
Combination fiche/aperture cards and motorized 16/35mm roll film carrier.

Lens:
7X to 105X Zoom Lens   **$ 2,625.00**

## PowerScan Productivity Suite   **$ 895.00**
Item #9862700
OCR technology converts microfilm image to word searchable text, edit, link to information sources and save to any output with a single click.

All e-Image Data Products come with 12 months warranty.

Installation and Training: **$ 250.00**
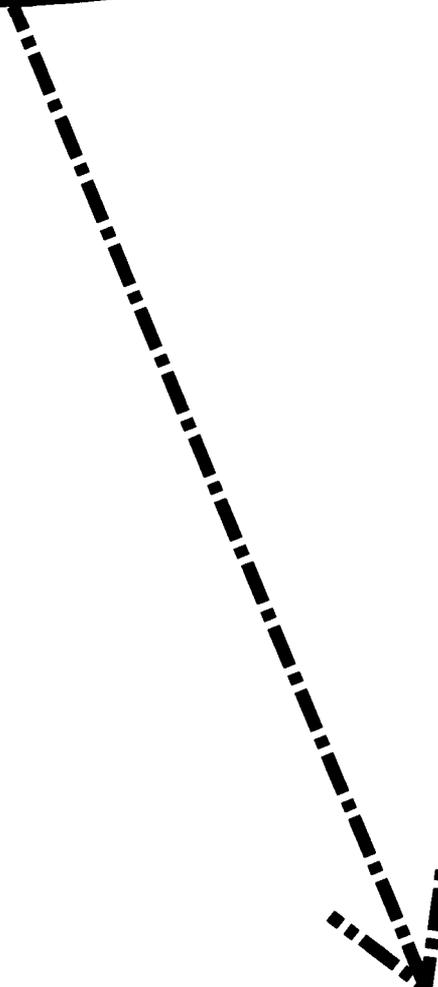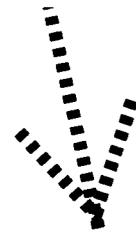
TOTAL: $12,660.00

Optional PC Scanner Station:
No less than:

    Intel i3 3.2 GHz Processor
    4 GB RAM
    1 TB SATA Mirrored System Hard Drive
    1 GB NIC
    USB 2.0
    DVD/CD Writer with Mastering Software
    Windows 7 Professional
    Windows Compatible Keyboard, Mouse and 23" LCD Wide Monitor

$ 1,695.00

TOTAL PURCHASE PRICE PER UNIT:
$14,355
TOTAL COST OF PURCHASING TWO UNITS:
$28,710

Includes 90-Day Warranty

Yearly Maintenance Agreement

ScanPro 2000
Includes all parts and labor
$ 695.00/yr

UCC300 Carrier
Includes all parts and labor
$ 150.00/yr

PC Scanner Station:
Includes all parts and labor
$ 250.00/yr

TOTAL: **$ 1095.00**
TOTAL for 2 Units: **$ 2090.00**

Maintenance agreement(s) will be paid from the Watson Library's annual operating budget.

Sincerely,

Sue Hansford

Sue Hansford
Digital Filing Systems
C F Biggs Company Inc.
1324 Youree Drive
Shreveport, Louisiana 71101
www.cfbiggs.com

ScanPro 2000 Recommended Computer Specifications When Using The PowerScan™ Productivity Suite

The PowerScan Productivity Suite for the ScanPro 2000 microfilm scanner utilizes advanced OCR technology to provide powerful tools for information searching, linking database content and creating word searchable documents from your microfilm. These OCR tools require a computer with sufficient resources to quickly process large amounts of information. The recommendations shown here are meant as a guide to selecting computer resources for these applications.

Computer Hardware	Recommended Computer System for OCR processing
Operating system	(64-bit) XP, Vista, or Win 7
Processor Speed	Intel® Core™ i7 2600 Processor (3.4GHz, 8M)
Computer Memory (RAM)	4GB DDR3 Non-ECC SDRAM,1333MHz Dual Channel SDRAM, 2X2GB or higher
Hard Drive	500 GB SATA, with 16MB Data Burst Cache™, equivalent or higher
Optical Media	8X DVD+/-RW, equivalent or higher
Monitor	SVGA/XSVGA
Computer-to-Scanner connection	Firewire (1394a)

ORDERING INSTRUCTIONS FOR C. F. BIGGS COMPANY, INC. ORDER

Order Should Be Made To: C.F. Biggs Company, Inc.

Order must be issued to:

C. F. Biggs Company, Inc.
1324 Youree Drive
Shreveport, LA 71101
(318) 425-5333 Office

FAX ORDER TO: **Sue Hansford**
                               Fax: (318) 226-1123

Invoicing: All invoices will be issued by **C.F. BIGGS COMPANY, INC.**

Payment: **Payments only are to be mailed to:**

                         C. F. Biggs Company, Inc.
                         1324 Youree Drive
                         Shreveport, LA 71101

Delivery: F.O.B. Destination. Equipment and supplies to be delivered within 1 – 2 weeks after receipt of a purchase order by C.F. Biggs Company, Inc.

Payment Term: Net 30 Days

Inquiries: All inquiries regarding status of order, invoices or payments should be directed to:
C.F. Biggs Company, Inc.
(318) 425-5333

Technical inquiries should be directed to:
C.F. Biggs Company, Inc.
Paul Dabbs, VP Services
(318) 425-5333 office / (318) 226-1123 fax

C.F. Biggs Company, Inc. Federal Identification Number: 72-0519924

Provost & Vice President for Academic Affairs

Telephone (318) 357-5361
FAX (318) 357-4517
E-mail vpaa@nsula.edu
www.nsula.edu/provost/

Northwestern State University
Natchitoches, Louisiana 71497

A Member of the University
of Louisiana System

Dear Students:

I would like to thank you all for serving on the Student Technology Advisory Team, and for taking the time to carefully review these grant applications, including this one from the Watson Library.

If you go to the third floor of the Watson Library, you will notice that the Serials/Media department has thousands of reels of microforms stored in dozens of filing cabinets. We have hundreds of journal, newspaper, and magazine titles on microfilm and microfiche. These microforms are one of the great untapped information resources that the Watson Library has to offer you and our community.

Many researchers find microfilm to be difficult to use. One reason is that the user is required to print out each page s/he would like to cite in their paper or publication. This process takes considerable time because the user must frame the page to be printed. Oftentimes the user has to manually flip the film and focus the machine's lens on a page section. But even if a user is proficient in using the machine, another great challenge is finding relevant information. For example, a newspaper on microfilm is seldom indexed, so if you are looking for a specific word or phrase, you may spend several hours—perhaps days—searching each page of a single week of the *Times Picayune.* Yet another challenge is the quality of the microfilmed image, which is sometimes scarcely legible because the original document was damaged, poorly photographed, or was hand-written in a foreign language. Many researchers who use microfilm need magnifying glasses to read their print-outs, because unlike the camera app on a smartphone, you cannot zoom-in on an image. With all of these obstacles, no wonder microforms are considered a "last resort" by many student researchers!

However, current software and hardware innovations have solved these problems. The ScanPro 2000 1) automatically loads and focus six different types of film 2) uses OCR (optical character recognition) to find a specific word or phrase on a page of text 3) utilizes a Windows-based touch-screen interface that enables the you to adjust (brightness, contrast, etc.), select, crop, and modify text and images 4) magnifies the film up to 105x, providing an unexcelled zoom capability and 5) allows the user to save their work on a CD or thumb-drive as a PDF document, JPEG, TIFF, or TIFF compliant file, thus saving reams of paper and associated expenses.

This product is not inexpensive, but I am confident that you will also consider the benefits it can provide students, faculty, and community researchers. With your approval, the Watson Library's microform collections can fulfill their essential function as a treasure trove of conveniently <u>accessible</u> information.

Sincerely,

Dr. Lisa Abney
Provost & VPASA

Nov. 14, 2012

STAT Grant Committee
Northwestern State University

To Whom It May Concern:

Michael Matthews, head of serials-media and interlibrary loan, is submitting a grant for equipment, ScanPro 2000 that allows the digitization of microfilm. This process is much more efficient and effective for the user than the traditional copying and printing. This machine makes the image better and more satisfying for the user by making the picture clearer and more readable. Since a vast amount of newspaper and magazine/journal back files are on microfilm, students will have an incentive to use microfilm rather than doing anything including using irrelevant materials to avoid having to use microfilm. Since students will save the images onto thumb drives or CDs, this will allow them to put the images directly into PowerPoint or any other computer presentations. They can still go to the computer lab and print out the images if that better meets their needs.

Having seen a demonstration of the ScanPro 2000 and having spent thirty years trying to persuade students that using microfilm is not so bad, the addition to this machine to the library will provide a positive experience for the students and make better use of the microfilm collection.

Abbie V. Landry
Director of Libraries