LSCM Pilot Projects: the Application Process - Transcript

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Hello everyone and welcome to our visitation on LSCM Pilot Projects: The Application Process. My name is LSCM Pilot Projects: The Application Process and here's our presenter Kristina Bobe , the senior management and program analyst library services and content management at GPO. I'm going to pass you the presenter writes, Christina. Kristina, you are you mutate. You are on mute.

How about now?

Perfect.

, Okay, thank you. That's great, thank you so much, Kelly. As Kelly noted, I am Kristina Bobe and I work in the projects group in library services and in content management at GPO. Thank you for joining us about the LSCM Pilot Projects: The Application Process. I've been working on implementing the pilot projects for a few years now and my goal today is to explain more about various aspects of that initiatives including the application project. I to share what I know and hopefully answer questions that you or others at your library may have about this. I'm going to turn off my camera so you can focus on the slides, but I will turn it back on later. So as far as the agenda for what we will be covering today, it includes the following. What are the LS CM projects? We will take a closer look at them, the ideas behind them, the groundwork, and where we are today. Pilot project opportunities one and two. We will review the first two pilot project opportunities in this initiative. The first pilot project that was announced last fall, and we will talk more about the next pilot project opportunities that was announced on Monday February 14th and will open for submissions and about two weeks and weeks for the entire month of March. How to apply for a pilot project opportunity. I will go over the process of applying for a pilot project including strategies at your library and possible approaches you can take, what to include in the application, discussing an aspect of what you should be sure to include. Submitting the completed application, the nuts and bolts of the submission process to make sure that it's done correctly and on time. What happens after you submitted application? Where does it go? Where is the process that follows? If your library selected to participate, the process that follows that. If your library is not selected and the various options that are available, and had to stay informed about the latest news on the pilot projects. So before you apply, you might want to know more about the LSCM pilot projects to determine if you are interested in applying or if this is a good match for your institution . Going back a few years there were funds appropriated and earmarked for GPO for developing pilot projects in libraries for the purposes of cataloging assessment reservation and other library related areas. LSCM can use these funds for travel , equipment, and other areas in development. The pilot projects are an opportunity to try new ways of providing services to libraries. GPO doesn't have grantmaking authority but we can engage in these collaborative efforts with you to enhance services at libraries and the net result of any pilot project would support expanding access to federal government information. But pilot projects can go a step further and investigate or explore new or alternative ways or approaches or processes and providing services in federal libraries. So is there a different approach to cataloging that can be applied? Or to inventory review or to digitization or other services? So in essence, pilot projects are a low commitment way of testing alternatives to determine if we can improve upon a standard or traditional service by making them more efficient, eliminating or reducing steps, or just trying a different process and analyzing the results. Because there is the potential of trying a process or workload that has

not been attempted before, the file looks pilots will focus on a limited number in each project once the pilot has concluded in the data and the processes are deemed successful, the results can be used to determine whether or not a process for workflow has the potential for upscaling or expanding. We announced the first project opportunity last fall in 2021 and the scope included cataloging item level inventory condition assessment and Islamization of between 200 to 300 monographs from U.S. Department of war or other war era temporary agencies. For the scope of this agency, pilot project one was more narrowly scoped represented by the collection of all federal libraries, those that were designated after the 1940s or 1950s. This was the first of our implementation of the pilot project initiatives that we wanted to start out with the project that was squirt scoped ordinarily. After review of all of the applications, the pilot project committee submitted recommendations to the LSCM manager and managing director in chiefs and at Utah State University, Merrill Kaz your library was selected and most of Fairfield, a colleague of mine in the projects group was designated as the pilot project lead. She's assembled a team here at GPO with a range of subject matter expertise and is in the process of communicating and coordinating with staff to carry out the pilot, looking at a collection of documents in the PR 32 dock range. If you have been thinking about applying for a pilot project with LSCM, now is time to give some serious thought, think about what is in your collection, and talk to your colleagues and administrators and consider this next opportunity that is opening up very soon. Pilot project opportunity 2 has a scope as follows. Cataloging, item level inventory, condition assessment, and digitization of a collection of 200 to 300 federal government print publications focused on a state, region, commenting, or topic, and preferably those without records in the catalog of U.S. Government publications. This is included but is not limited to, publications issued by regional federal offices or agencies, publications in the areas of voting, civil rights, women's suffrage, or tribal rights. Publications on environmental or geographic region based topics, such as waterways, land rights, energy sources, or establish it of national parks. These are suggestions so do not limit yourself to what is listed here. The application window opens March 1st until midnight of March 31st. So it will be open for the entire month of March. As I mentioned before, Pilot Project Opportunity 1 was more narrowly scoped and might not be represented by many library's. In contrast, Pilot Project Opportunity 2 is scoped more broadly so it should be applicable to a greater number of libraries. If this sounds interesting to you, we encourage you to apply and let's take a closer look at that application process. I will go into more detail in a moment. These are the applications that you want to be sure to be attention to. Think about the opportunity in relation to your collection and library. Consider whether or not your institution would want to make this commitment to a pilot project. Are there publications in your collection that would make good candidates for the opportunity? Focused on estate, region, common theme or topic. Share and discuss this opportunity with staff and with your colleagues and administrators. Does this sound like something your library is interested in? A pilot project will be a collaborative effort between GPL and a library. It's very likely that multiple staff in the areas of not only government publications also development, preservation, digital resources or digitization or other areas might participate due to their expertise. Download and complete the application. Be sure you have the revised application for 2022 which is now in a word format. You can use as much space as you like, that is available on the LSCM webpage and when you login to ask GPO. The link where you can download the application is on the first slide of this presentation and again on the second to last slide in this presentation. Answer all questions as completely as possible. This is where you want to provide as much detail as possible, using as much room as you need to describe your collection in your proposal. We won't know about aspects about your collection unless you describe them so I will speak more to that in a minute as well. Secure administrative approval. It's critical that your library administration is aware of and approves your library's participation. We cannot move forward without that. Then upload the completed and approved application to ask GPO before the deadline. That means that the completed application must be submitted before midnight of March 31st 2022. Let's take a closer look at some of the questions in the

application. Since Pilot Project Opportunity 2 is more broadly scope to anticipate the proposals and the applications that come in will vary quite a bit more than they did with Pilot Project Opportunity 1. Question two in the application asks, what is the name of your pilot project? Provide a brief overview of what is included in the scope of your proposed activity. It sounds like a simple question, but since pilot project 2 is project-based, in name and description, it would be very helpful for us in determining what the scope of your proposal is and what it includes and how it might differ from other proposals. Be sure to provide a brief but informative description of the scope. When I talk about scope, that can be defined as but something includes but it is also really helpful and informative to describe what it does not include or what is out of scope. So if there is a part of your collection that is out of scope of this pilot project, include that here. Include possible date ranges of the publications, including that helps us understand the scope. If you are referring to a geographic area, described that in a clear and unambiguous way. What are the boundaries of that area? Which states are covered? If it is within estate, is it within several counties? Any thing that helps convey the scope of your proposal should be described here. Question three looks at the specific focus. Here, again, you can be as detailed as possible in your response. Describe how this pilot project will strengthen or reinforce unique aspects of your library's collections. What a part of your collection and you want to focus on for this opportunity and why? What is special or unique about your collection? Is there something interesting or unusual about your collection or how it came to be? Tell us more about those aspects. You might touch on the history of the collection of the institution or how its collection plays a rule in instruction or in educational settings in teaching and learning. Are the publications all on catalog? Are there some that are partially catalog? Some other inventory existing? Since we are also looking at the physical as well as the intellectual content and properties of the collection, described that as well. Where is it located, what is the general condition of the physical collection, is it well used, is it coming through mediated access, is it deteriorating? Handwriting, stamps, titles, illustrations, anything like that? It's essential that you describe to the best of your ability, the state of the collection you have, thinking about all of its facets and while you are applying for this opportunity, to help us understand what the impact of this project would be at your institution. Question 4 asks about the workflow. Describe the general workflow involved in your pilot project. Who will be involved, what roles and response abilities will they have, how many hours of work would potentially be involved, and what activities will occur? Since any pilot project will be a collaborative effort and a LSCM pilot project lead, coordinating with the library, which of your staff might potentially be involved? What is their availability, what are their backgrounds, what areas of expertise might be called upon during the project? Include names, titles, skills, and what each individual might contribute. Again, this is where you would need to discuss with your colleagues and your staff and administration in advance to determine who would be available if your proposal is selected for pilot project 2. To discuss the space and potential workspace for the pilot project, where would the activity or review of publications take place? You know, what kind of equipment is available? And again keep in mind that since LSCM will designate a pilot project lead in team we will not be required to do all the work. This will be a collaborative effort that is led by LSCM but coordinated with you and your colleagues. You do not have to know all the answers and your staff does not have to do all the work. Just describe what kinds of work or expertise your library could potentially contribute to the effort and include your best guesses as to the amount of staff time it might take on your end. If your collections are in off-site storage, for example, we might need to allow for more time to retrieve them, or if they are in compact shelving or something like that, that would be good to know. Especially during this pandemic that we are all in the midst of, please include information on your particular library's on-site policies. We all know that that is in flux, but it's good to know what the current state is at your library. Question 5 is about the national collection and asks, in what ways does your proposed pilot project meet the goals for the national collection? How does it enrich the national collection? How does it expand access to government information, services to federal depository libraries, or part foster

partnerships and collaborations? How does it engage with federal depository libraries, federal agencies, and the public? I've included a link to the national collection page that provides more details. Please visited to figure out the roles that the federal depository library place. Think about the things like how would your pilot project enhance discovery and access for collection development and management in your library, in your community, some areas to consider might be how will this project help you engage with your community, and think about all of the potential stakeholders. What would be a successful pilot project? What are the preservation impacts or effects? Who might gain access to the content more easily than they can now? So once you've described all of that and your application has been written and shared and renewed and has administrative approval, you're ready to submit your application. Log into your libraries as DOB account, after more, click on pilot application and you will get to a page that looks like the screenshot on the slide here. Complete the required form fields and since you are logged in, the applicant name and institution will already be completed with your information. But if there are any form fields where you need to make a selection, it won't allow you to submit the application until those are completed. Then you upload your application as an attachment. The application also can't be uploaded without checking the box that confirms your administrations approval. So then you click submit application. Once you have done that, you should receive a response message from askGPO that confirms your submission as well is an email notification regarding the submission. If you do not get confirmation, reach out to me directly. My email is on the last slide. Submitting by the application date is critical. We cannot accept late applications. In fact, the pilot project 2 category will be removed from the form after the submission window closes on March 31st. We will be sending out a news alert on March first about the opening of the application, and then another alert on March 17th as a reminder of the March 31st deadline. So what happens after you submit your application? Well, once an application is submitted, it enters the queue to be reviewed by the pilot project review committee in LSCM. Applications are reviewed chronologically in order of submission and the committee verifies administrative approval and timely submission. Then the application responses are closely reviewed for the descriptions of the proposal, the focus, the workflow, and any other relevant aspects that help us better understand your collection, your needs, and potential collaborative efforts that could lead to your library being selected as a pilot project participant. How well does your proposal describe a topic-based collection that meets the criteria in the announcement? Then, after reviewing all applications, the committee writes a final evaluation summary report and gives that to the LSCM managing director and Chiefs . I will say that since this second pilot project is broadly scoped, and we do not know yet how many applications will be submitted, it's difficult to say how long it will take to review all of the applications. But just be assured that we closely review each and every application submitted. If your library is selected to participate, we will reach out to your institution in advance of any announcement. We will officially notify you via askGPO but also going directly by email or phone call or both . Once we have confirmed your participation, you still want to participate, we announce the selection via a FDLP news alert and we begin the process of reaching out by communicating and determining roles and responsibilities and getting started with the pilot. The designated pilot project lead from LSCM assembles a team and reaches out to you to learn more about who in your library will be participating and the leading team at GPO will work on drafting an official agreement with your library and a project plan, and developing other project management related documents. You and your staff will begin talking and emailing and meeting and planning with LSCM staff. Again, in the current climate, we anticipate that the pilot project may last six months, two year, or we may need to be flexible as we are still operating within COVID protocols and measures to keep everyone as safe and healthy as possible. The project length will also be determined by the scope of the individual pilot activities. So it could last, potentially, more than a year. If your library is not selected, you will receive an email from askGPO as well. Please note, if you're not selected, you are in good company. Applying for a pilot project is not a guarantee of selection. Most likely, only one library is going to be selected, and not being selected is not

an indicator or a reflection of the strength of your application. There are so many talented, intelligent, dedicated government and perforation professionals in the community. It's clear and reflected in annual conferences and many outreach efforts. We have to be selective. We have limited human resources that are available to collaborate with a library over the length of the project. Because for each pilot, there is a team of LSCM that will coordinate with the library that is selected. We wish we could work with every library, but that is just not possible. We plan on continuing the pilot projects for the foreseeable future and plan on announcing future opportunities. We don't have an exact time frame on when the next opportunity will be announced, but as always, we will share with the community regularly through our communication channels. If you are really interested in collaborating with GPO, please also consider other options like becoming a partner. I have included the link here for more information on partnerships, visit the partnerships for a detailed list of all current libraries and apply for one or more of the many categories of partnerships with GPO, including becoming a preservation steward, a digital preservation steward, a digital access partner, cataloging and metadata contributor, or other specialized categories. Partnerships are another really great option in building a strong collection and increasing access and preservation of your collection. The process of completing the pilot project application and the detailed description of your collection could even -- Piquant potentially useful when you apply for a partnership. Be sure that you are signed up for the FDLP news alerts if you're not already. All of the relevant announcements, including the library selected for pilot project 2 will be posted and distributed through that channel. Remember that more than one individual can signed up for FDLP news alerts and for good measure you should also follow GPO social media feeds. Check the LSCM pilot projects webpage. This is the main source of information where the pilot projects will be posted and gives more details on the process and specifications. As we move forward, we will update that page with the latest news and information and we will also add a link to the recording of this webinar. Ask a question at any time using askGPO. Login as a FDLP library, then select the category other depository library question or issue. It's not required but I recommend adding pilot projects or pilot project in the subject line so that your question gets routed to the right person. Also feel free to reach out to me directly at kbobe@gpo.gov. Thank you so much for in listening, thank you for your interest, and good luck to you. I am happy to answer any questions you have about the LSCM pilot projects and the application process.

Thank you so much, Kristina. Folks, if you have any questions, please enter them in the chat box in the lower right-hand corner of the screen and Kristina will address them. We have one question from Robbie, if selected, is there a required start date?

No. There is not a required start date. Not at all. As I described in the presentation, we don't even know exactly when we will finish with reviewing all of the applications and when a particular library is selected. At this rate, it will be this year. I would like to be mid to late summer. No, there is not a required start date. It is a collaborative effort so it would depend on staff availability on the libraries side and staff availability on our side, and it's something that would be planned together to make it easier for everyone to participate. I see the question, Kelly, about digitization. It has not been made clear elsewhere because -- What I don't want to say is what are the details about any individual pilot project? This is the process to just apply. But I can say that with pilot project one, we will be contacting the digitization. I think that's where some of those funds that we have will come into play when the materials are selected at the library, they will be digitized by GPO. As far as being expected to send your materials out -- I'm not sure what that means? I anticipate it would be sent to the digitization vendor. Again, it could depend on the design of Pilot Project 2. Whoever the lead is and whatever digitization process they decide on and agree on between the library and GPO, that would be the process that follows. I hope that answers your question, Natalie. Because we do conduct -- We do conduct a lot of digitization, some in house on a fairly limited scale and on a fairly limited level but we also have

digitization contracts that we have been doing for years. All of the content that is ingested, that is did you desire is by digitization vendors. They also digitize according to our federal agencies digital guidelines. We have pretty strict specifications for that. I see Robbie's questions about cost requirements. Yes, GPO is doing digitization, we would handle the cost of that, we would not need to budget for this at your library. This is not something where we expect a library to expand funds. That is the purpose of the pilot projects. For GPO to engage with libraries to provide services. We are not expecting libraries to extend funds in relation to the pilot project. I don't know if Melissa wants to speak to that. I know for the pilot project that is on track with the library, we will be taking charge of that. And GPO would also do the cataloging, yes. That is the plan. I am really relying on Melissa and what has happened so far. She has just gotten started with pilot project one and they have hit the ground running in the cataloging would be done and GPO. I imagine that pilot project 2 is going to follow some of the same structure of pilot project 1, which we don't really know a whole lot about, pilot project one, online, we plan to share more as more information becomes available. I think as far as Robbie's questions about digital copies for your local repository, that is a good question. I don't know what kind of format, the individual copies that they would take. I know that they would definitely be in that info. Again, the kind of details about what kind of format digitization might take is something that might need to be worked out in the pilot project or communication between each library because two different libraries have much of digital repositories. GPO only has that one of info. We have the specifications for that. I think it would need to come down to what the two -- What GPO and that library agree on. I will make any promises you are welcome, Robbie.

We still have a few minutes left, any last questions for Kristina?

I just want to say if there aren't any other questions, we are really excited and looking forward to the applications that get submitted by libraries in this, I think Pilot Project 2 will be very interesting, to see the range of topics that we get from libraries . We really look forward to it and we really appreciate the thought and the planning and everything that goes into these applications. So -- We are excited about it.

Just a logistical note for everyone, this is being recorded and everyone who registers to attend this webinar will receive an email, probably tomorrow, with a link to the recording and a link to the PDF and the slides.

I don't see any other questions coming in, thank you for the questions we got, thank you for the presentation, thank you for everyone for attending.

Thank you everyone. Have a good afternoon.

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