



**INSTITUTE of
Museum and Library
SERVICES**

**Official Award Notification for Grants and
Cooperative Agreements**

Date of Award July 16, 2009

Awardee Name and Address Guam Public Library 254 Martyr Street Hagatna, GU 96910	LSTA State Grants
	SP Pacific
	Award Number LS-01-09-0060-09
Authorizing Official Felix Camacho Guam Public Library System PO Box 2950 Hagatna, GU 96932	Award Period From July 01, 2009 To September 30, 2010
Project Director Sandra Stanley 254 Martyr Street Hagatna, GU 96910-5141	Total Award Amount \$ 41,982.00 07/15/2009 \$41,982.00 Original Award
Basic Award Information 1. This grant is awarded for the purposes identified in the grantee's application for the FY2009 LSTA Competitive Grants for the Pacific Territories, Freely Associated States, and the Virgin Islands, except as indicated by any attached correspondence from the grantee amending the project in accordance with the provisions in paragraph 2 below and the attached "Conditions of Acceptance." Attachment of such correspondence to this Award Notification shall constitute IMLS approval of amendments contained therein. No other amendments or revisions are approved. 2. No changes, other than those described in the "Conditions of Acceptance," may be made in the project without prior written approval from IMLS. Changes requiring prior approval include changes in scope of work, key personnel, grant period, or changes in the project budget beyond those permitted by the "Conditions of Acceptance." All requests for approval of changes should be made to the Associate Deputy Director for State Programs, IMLS, 1800 M Street, NW, 9th Floor, Washington, DC, 20036. 3. Award terms and provisions, including payment and reporting procedures, are incorporated in the "Conditions of Acceptance." P.L. 104-208, as amended (by P.L. 108-81) CFDA No. 45.310	
IMLS Authorizing Official Signature <i>Laurie C Brooks</i>	Name and Title Laurie C. Brooks Associate Deputy Director for State Programs
Accounting code: CFDA Number: 45.310	TIN No. - 980018947 DUNS No. - 778904292



GUAM PUBLIC LIBRARY SYSTEM
Sisteman Laibirihan Pubbleko Guåhan
Government of Guam



March 25, 2009

Ms. Jane Barnwell
Pacific Resources for Education and Learning
900 Fort Street Mall
Suite 1300
Honolulu, Hawaii 96813

Re: Institute of Museum and Library Services, Library Services Grants for the Pacific Territories, Freely Associated States, and Virgin Islands, 2009 Application by the Guam Public Library System

Dear Ms. Barnwell:

The Guam Public Library System is pleased to submit its application packet for the above grant for 2009. Should you require additional information, you may contact me at (671) 475-4753 or (671) 475-4754, Monday through Friday from 8:00 a.m. until 5:00 p.m.

Sincerely,

Sandra M. Stanley
Acting Territorial Librarian/Director

/bmg

Enclosures: Grant Application Packet with attachments

**LIBRARY SERVICES AND TECHNOLOGY ACT
COMPETITIVE GRANTS FOR THE PACIFIC AND VIRGIN ISLANDS**

APPLICATION CHECKLIST

Please attach this checklist to the top of the original copy of your application. See the section on Application Contents for instructions on how to assemble the application package.

Check off the items included in your application.

FACE SHEET	▶ <u>✓</u>
ABSTRACT	▶ <u>✓</u>
NARRATIVE	▶ <u>✓</u>
SCHEDULE OF COMPLETION	▶ <u>✓</u>
BUDGET	
Budget Narrative	▶ <u>✓</u>
Budget Form	▶ <u>✓</u>
PARTNERSHIP AGREEMENT (if applicable)	▶ <u>N/A</u>
<u>APPLICANT AND PARTNER(S) ORGANIZATIONAL PROFILES</u>	▶ <u>✓</u>
ATTACHMENTS	▶ <u>✓</u> (8) Resumes, (2) Price Quotes
PROGRAM ASSURANCES FY 2009	▶ <u>N/A</u>

**LIBRARY SERVICES AND TECHNOLOGY ACT
COMPETITIVE GRANTS FOR THE PACIFIC AND VIRGIN ISLANDS**

FACE SHEET

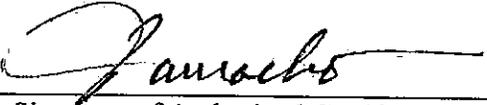
1. Name of person responsible for grant project ▶ Mrs. Sandra M. Stanley
▶ (Alternate during absence: Jacqueline "Jackie" T. Florig)
2. E-mail address ▶ sandra.stanley@gpls.guam.gov
▶ (Jackie Florig's email: jackie.florig@gpls.guam.gov)
3. Business Phone ▶ (671) 475-4753 or (671) 475-4754 (Jackie Florig's #: 671-475-4755)
4. Fax Number ▶ (671) 477-9777
5. Applicant (name of library, school, organization, etc.) **GUAM PUBLIC LIBRARY
SYSTEM**
6. Applicant Mailing Address: **254 Martyr Street**
7. City, State/Territory, Zip Code: **Hagatna, Guam 96910**
8. Employer Identification Number (required) ▶ **980018947**
9. DUNS Number (required) ▶ **8550032215**
10. Grant Amount Requested **\$30,000.00**
11. Matching Funds for Project (if required) **\$-0- Not required.**
12. Grant Period July 2009 to September 30, 2010
13. Identify other Federal agencies that either have contributed support or have a pending proposal for support of these project activities and indicate the value of contributed or requested aid. **None**

Name of Agency	Note if Contributed or Pending	Amount
----------------	--------------------------------	--------

14. In the space below, include the names of any organizations that are official partners of the project. **None**

15. Name and Title of Authorized Certifying Official ▶ **Felix P. Camacho, Governor of Guam**

16. E-mail address of Authorized Official ▶

17. Certification:  23 MARCH 2009
Signature of Authorized Certifying Official Date

ABSTRACT

The Guam Public Library System (GPLS) does not have an effective and systematic process to manually and electronically archive and preserve important and historic documents or photographs. This is critical, since GPLS is the main repository for federal and local public documents and there is evidence of growing loss of these important and historical documents or photographs. Library Technicians lack the expertise and resources to develop an effective archival or preservation process. With a more efficient management of archival of historical and important documents or photographs, trained library staff, adequate materials, and technology resources, GPLS will be able to secure and preserve these critical documents. Patrons will also have improved access to such documents. The GPLS mission is to provide free and open access to information and ideas fundamental to a democracy to every resident of Guam, and will protect intellectual freedom, promote literacy, encourage lifelong learning, and maintain cultural materials.

Initial objectives will be to acquire appropriate scanning software, support equipment and supplies, to implement a scanning, preservation and archival program at the Nieves M. Flores Memorial Library (Main Library) in Hagåtña, Guam. The Library Technician Supervisor will advise GPLS administrative support of the necessary supplies required for the project. The GPLS Computer Systems Analyst II will advise GPLS to acquire the necessary software and equipment for implementation of the scanning process, including training for said software and equipment. The Library Technician Supervisor will also receive training for said software and equipment above. The Library Technician Supervisor will then provide training to Library Technicians in the operations of the management of the preservation and archiving of photographs, federal and local public documents and other historical and important documents.

The final objectives will be to document the project and have an inventory log of all important and historical documents or photographs that have been preserved and archived for continued and future use. The Guam Public Library System would also like to see this as a web-based information resource, thus improving reference requests. This program's anticipated results will be having an efficient system for the scanning, preservation and archiving of historical and important documents or photographs thereby increasing patrons' access to such documents or photographs. Ultimately, GPLS will be preserving the life of these "sensitive and aging" documents or photographs by decreasing public handling. The results of this project will also be shared with other libraries and agencies via the GPLS website and at local and regional meetings, workshops or conferences, especially those within the Pacific area.

NARRATIVE

1. STATEMENT OF NEED

A Brief Description of the Community

The United States territory of Guam in the western Pacific is located about three-quarters of the way from Hawaii to the Philippines. Guam is an island of approximately 212 square miles and has a population of over 173,450 people of different ethnic and cultural backgrounds.

Chamorros comprise the island's indigenous population. Other ethnic groups, in order of size, include Filipinos, other Pacific Islands, Caucasians, and Asians. In addition, there are a large number of Americans including roughly 12,000 U.S. military-related personnel stationed on Guam. The government and construction industry generate a large percentage of local jobs. The private sector depends heavily on tourism. It remains sluggish as the economy in this part of the world continues to be depressed and tourism in Guam has not yet regained the strength it had before 9/11. The national and regional increases in costs of land, housing and commodities have lowered the standards of living for most people on the island. Government revenues and educational spending remain depressed. Guam has an inordinate percentage (28.6%) of its population that is under the age of fifteen and a birth rate more than 1-1/2 times that of the United States. The figures for unemployment and the percentage of people living below the poverty line are also roughly 1/2 times that of the United States.

Current Status of the Library and its Services

The Guam Public Library System (GPLS) services the island of Guam, an area of approximately 212 square miles. The main library is centrally located in Hagåtña; it was built in the 1970's and is an aging facility with many physical problems. Through the years, it has closed down to problems such as its air-conditioning system. It was recently reopened on January 12, 2009 after closing down for several months beginning September 2008, due to its main air-conditioning unit. The main library has thirty-two (32) full-time staff members but no professional librarians. When employed, the Library Director is also the Guam Territorial Librarian. Currently, support staff is filling the roles as Acting Director and Acting Territorial Librarian. Collections include over 200,000 book and non-book items, and GPLS has over 45,000 library cardholders. The main library has over forty-three (43) heavily used public access and Internet computers. The local library budget covers mostly employee wages with little for additional programming. Most equipment, computers, materials and outreach programs are only possible through IMLS, or other grants. In addition, it has another 17 employees who are rotated among 5 branch libraries and the library Bookmobile. The main library, which will be the location for this project is the Nieves M. Flores Memorial Library in Hagåtña, Guam. GPLS is the main depository of federal and local public documents. (*Title 5, Guam Code Annotated, Chapter 80, Section 80120, Government Depository, Public Law No. 17-36:2, Amended by Public Law No. 25-069:3*) The main library houses key historical documents that are in need to be rescued from continued deterioration. This issue is compounded by the fact that the main library is limited in space and has limited preservation and archival capabilities.

The Guam Public Library System (GPLS) does not have a systematic process to manually and electronically scan and archive important and historical documents or photographs to increase accessibility to customers. GPLS Library Technicians lack the expertise and resources to

develop an effective scanning and archiving process. Growing loss of historical documents and photographs is evident. Patrons and library staff lack easy access to such documents.

What Needs Will Be Met By This Project and How Were Those Needs Determined

Sadly, the current state of the Guam Public Library System's archival collections is largely unknown which places these federal and documents at high risk of not knowing a true inventory. For example, Guam Legislative Documents are not provided to the GPLS for its Reference collection on a regular basis. Only certain bills, resolutions, minutes, journals, etc. from the Guam Legislature are delivered boxed and labeled, which is then accepted and stored. Some documents are dated from the 1st Legislature and are in original hard copies. This is then handled by all, Library Technicians and patrons, who request a particular document. This makes these "sensitive and aging" historical documents or photographs at risk of being handled improperly; maybe even possibly damaged or pages "stolen". Scanning and digitizing these very important and "old" library materials will lessen the public's "mishandling" time and time again, thus protecting and preserving the longevity and physical quality of its Reference collection.

2. PROJECT DESIGN

This project will revive an existing program. Due to lack of funding, the Guam Public Library System (GPLS) was unable to adequately obtain new software to effectively implement the preservation and archiving of its important photographs and documents by scanning. Also, staff that was initially trained for the current scanning machine has since left the department to be employed elsewhere or just retired. This left new library staff untrained and making the machine sit "idle". It is no longer adequate to effectively carry out this project. With this program, GPLS hopes to have staff adequately trained and to maintain these important and historical documents and photographs digitally.

GOALS, OBJECTIVES AND ACTION STEPS.

Goal I: Creation of a program for the scanning, preservation and archival of important Government and historical documents and photographs.

Objective A: Provide a program and develop a plan to follow for scanning, preserving and archiving important Government and historical documents, including photographs at the Guam Public Library System (GPLS) main library, namely, the Nieves M. Flores Memorial Library in Hagåtña, Guam.

Action Steps and Activities to Implement the Project: Goal 1, Objective A.

1. **Purchase software and other equipment, supplies.** The library's first step in implementing the service will be purchasing and configuring the appropriate equipment. The project will require appropriate equipment such as an upgraded server and software for the Library's current scanner, including supplies.
2. **Training.** Training on the use of the scanner will be implemented by the Guam Public Library System (GPLS) Computer Systems Analyst II (CSA) after vendor provides the initial training. The CSA will then train the Library Technician Supervisor. The Library Technician Supervisor will then provide the training in the operations of the management of the preservation

and archiving of federal and local public documents and other important and historical documents and photographs to key GPLS staff initially assigned to the project.

3. **Installation.** Installation will be performed by the vendor with the assistance of the Computer Systems Analyst II (CSA). Maintenance and technical support of equipment will be performed by the CSA and if needed, preventive maintenance will be contracted to a vendor. Other Technical support will be provided by Guam's Department of Administration Data Processing Division.

4. **Develop a Plan and Assessment.** The Library Technician Supervisor has been employed with the Guam Public Library System for (28) years, giving her the knowledge and the insight that this is an important task. The Library Technician Supervisor will develop a collection development & management processing plan to coincide with the Schedule of Completion attached hereto regarding the scanning, preserving and archiving of these important and historical documents and photographs for GPLS.

5. **Coordination of processing and implementation of plan.** With the Collection and Processing Plan, after assessment has been made, weekly, monthly and quarterly progress reports, or on an *as needed basis*, will be submitted by the Library Technician Supervisor to the project manager, with assistance from library staff.

Goal I: Creation of a program for the scanning, preservation and archival of important Government and historical documents and photographs.

Objective B: Document, evaluate and assess the archival program at the Nieves M. Flores Memorial Library in Hagåtña, Guam.

During the program, a digital record will be taken and information posted on the Guam Public Library System (GPLS) website. The following will be collected and later used as statistics and performance indicators for the evaluation.

Action Steps and Activities to Implement the Project: Goal 1, Objective B.

- 1) **Make an assessment of what will be archived.**
- 2) **Adopt a collection processing and management plan.**
- 3) **Implement the collection processing and management plan.**
- 4) **Record all documents and photographs to be scanned, preserved, or archived.**
- 5) **Provide a weekly progress report. Thereafter, monthly and quarterly reports, or on an *as needed basis*.**
- 6) **Document the program with digital photos and an inventory log.**
- 7) **Distribute information about what are currently being scanned, preserved, or archived via media, organization meetings, etc., and the library website.**
- 8) **All Reference requests should be via filling out a GPLS standard form.**
- 9) **Record by providing a log of these Reference requests, or if web-based (*once available by CSA*), the number of users that visit that particular page on the Guam Public Library System (GPLS) website, or also form made available via downloading on website.**
- 10) **Short survey and questionnaires on whether service has improved with the easily availability for patrons and retrieval for staff of these Reference materials.**
- 11) **Continued management of these Reference materials by following consistent archival guidelines and practices by library staff.**

The Project and the Library's Long Range Goals

The Guam Public Library System's (GPLS) long range goals as well as its IMLS Five-Year Plan called for more library automation and the creation of projects to promote literacy and to reach those underserved patron groups through outreach to educational and cultural agencies to increase the capacities of each. One of its goals is to improve reference service by providing the necessary resources, professional support and training to GPLS library technicians on the scanning, preservation and archival of important, government, and historical documents and photographs. This project will create and to have in place an efficient system for the scanning and archiving of important documents by having trained library staff, adequate materials, and technology resources that increases patrons' access to such documents, including improved retrieval for library staff. The community depends on GPLS to initiate new services and educational opportunists. Over several years and through IMLS and local programs, GPLS introduced the local population to personal computers, the Internet, read aloud programs, a Bookmobile, books on tape, library automation, local history materials, services for individuals with disabilities, outreach to correctional centers and other agencies, and public access to local and federal government documents. Other than local funding, library programs are often funded by IMLS. These are usually services that are library oriented and are "events" in the media. However, the preservation and archiving of library materials, especially photographs and historical documents should be regarded just as important, if not just for enjoyment but as a library reference source for the community, now and for future generations.

Appropriate Application and Maintenance of Technology.

The existing technologies at the main library include hardware, software and personnel. The main library currently has equipment and software that are outdated and would have to be upgraded. The Guam Public Library System (GPLS) and with the advice of its Computer Systems Analyst II is certainly capable of maintaining this program. It will continue to find ways to upgrade its scanning system and in the future be aware of any upcoming workshops for staff to attend that can assist in improving the library's current program. GPLS also has an especially strong relationship with Guam's Department of Administration, Data Processing Division, which will provide technical support on request.

Maintenance of the Project and its Continuation.

The project will be continued and maintained by current Guam Public Library System staff and volunteers and with support from local and IMLS Five Year funding. The preservation and archiving of important and historical documents are necessary as a service to the community as not all references may be found on the Internet, especially with references pertaining to Guam and its indigenous population. These important and historical documents and photographs of Guam and its people should be preserved for continued use and enjoyment for the future. This project will be ongoing as preservation and archiving of important and historical documents and photographs are continuously collected through the years. Ultimately, in the future, all Library Technicians will become familiar with the Reference process and will be trained to assist with the preservation and archiving of all important and historical documents and photographs.

3. MANAGEMENT AND PERSONNEL

Completion of the Project by Managing of Resources, Funding, Facilities, Equipment and Supplies.

Scheduling and planning of all activities will be done with the direct supervision and participation of the Acting Territorial Librarian/Director, IMLS Program Director, the Administrative Assistant, the Computer Systems Analyst II, Library Technician Supervisor and key Guam Public Library System staff. They have been following a plan and procedures which have completed projects related to the IMLS Five-Year grant and will follow that model. In addition, several staff members are familiar with the Reference collections and its process. The Library Technician Supervisor will continue to assist and train additional staff members, if required, with Reference collections and its process. The implementation of this project and its continuation will be dependent on the training of certain key GPLS staff with close supervision by the Library Technician Supervisor and the GPLS IMLS Program Director. The selection and purchasing of the appropriate equipment for the program will be done by the Guam Public Library System Administrative Support Unit with the advice of its Computer Systems Analyst II, who has had extensive experience in Information Technology. GPLS will continue to receive technical support from the Guam's Department of Administration, Data Processing Division.

Personnel Experience, Expertise and Time Commitments.

Mrs. Sandra M. Stanley, the Acting Territorial Librarian/Director for the Guam Public Library System (GPLS) has successfully participated in several library grants over the years. She has had over (20) years of management and supervisory experience. She is currently responsible for the management of all grants involving the management of a budget to purchase materials, software and equipment. She has worked closely with the Library Technician Supervisor and the Computer Systems Analyst II in finding ideas and ways to improve the library services at GPLS. Mrs. Teresita L.G. Kennimer, the Library Technician Supervisor has twenty-eight (28) years of experience at the Guam Public Library System and has also worked closely with the Library Technicians in improving library services with Circulation, Reference and most especially the "Guam Room", where information pertaining to the indigenous population on Guam are stored and regularly updated, including current events in the Pacific areas.

Mr. Joseph Baza is the Computer Systems Analyst II for the library with years of experience in Information Technology and has also worked closely with the Guam Department of Administration, Data Processing Division before being employed with the Library. Since his recent employment with the Guam Public Library System (GPLS), he has already proven his importance as a valuable employee by taking charge of the GPLS IT unit. The Guam Public Library System has a limited term employee who is the Program Coordinator I. All the other Guam Public Library System staff are full-time employees who will incorporate grant responsibilities into their daily work schedules from gathering of statistics, progress of the project and reporting requirements. Time commitments will be increased during important periods when grant activities are scheduled and when statistics and reports are due. All GPLS staff will work towards the completion of this project. The Acting Territorial Librarian/Director, the IMLS Program Director and with the support of its administrative support unit will ensure reporting requirements are promptly submitted.

The Guam Public Library System (GPLS) staff who will participate in the grant activities, especially during the initial implementation of this project, have submitted their resume and are attached for reference.

Staff in the Hagåtña Main Library:

Mrs. Sandra M. Stanley, Guam Public Library System Acting Territorial Librarian/Director, GPLS IMLS Program Director, has been working for over four years at GPLS and has been overseeing the completion of GPLS' IMLS Five-Year projects. She will be serving as the grant director for all proposed projects. She will implement this project and assure its relevance to long range IMLS goals.

Mrs. Teresita L.G. Kennimer, Library Technician Supervisor, has had over 28 years of experience working at the Guam Public Library and has been involved with IMLS grants, including the Five-Year Plan. She will be responsible in developing a plan that will be assisting in implementing and maintaining the continued scanning, preservation and archiving of all GPLS historical and important documents and photographs. She successfully recently attended a workshop at the University of Guam regarding "Protecting Library & Archive Collections: Disaster Preparedness, Response & Recovery."

Mr. Joseph Baza, Computer Systems Analyst II, has extensive knowledge of Information Technology and will be in charge of the installation and maintenance of all equipment and software required to implement the scanning portion of this program.

Mrs. Jacqueline Florig, Administrative Assistant, will work closely with the Acting Director and assist in overseeing the budgeting and financial reporting for this project and work with Guam's Department of Administration (DOA) and General Services Agency (GSA) to complete reports.

Mrs. Bertha M. Guerrero, Secretary, has been working for four years at GPLS and will work closely with the GPLS Acting Territorial Librarian/Director, GPLS IMLS Program Director in monitoring the grant activities for this project. Mrs. Guerrero will also closely advise the staff on the time-line requirement of the grant, including ensuring reports are consistently submitted.

Mrs. Linda Aguon, Library Technician II, has extensive knowledge of library services and is currently involved with the Federal Depository Library Program and has had years of experience in the Reference section at GPLS. She also successfully completed a workshop at the University of Guam regarding "Protecting Library & Archive Collections: Disaster Preparedness, Response & Recovery." She will continue to work in the Reference section at the library during the initial implementation of this project.

Mrs. Linda Elliott, Library Technician I, has been with the library since 2007 and has been assigned at both the Circulation and Reference section at the Library. She has proven to be a valuable employee to the library in welcoming new tasks. She will work closely in the Reference during the initial implementation of this project.

Miss Francine Uncango, Library Technician I, has been with the library since 2007 and has been assigned at both the Circulation and Reference section at the Library. She has proven and continues to be a valuable employee as she is oftentimes tasked to take on new assignments. Miss Uncango will work closely with the Library Technician Supervisor in initially implementing this project; she will oversee the Reference area in ensuring tasks are followed per the archiving plan for this project.

4. EVALUATION

Baseline and Final Data to Measure Achievement. Although there was a time when documents were being scanned. Those staff have since left the department leaving untrained staff behind. There were no set "archival" guidelines or practices to preserve the originals by less "handling" by the public or the possibility of further damage and maybe theft. So accessibility and retrieval were not as easily available. However, with a proper management plan in place, with questionnaires/survey/request forms, we may see an improvement in services for these special documents and photographs. Using the Schedule of Completion will be a way to gauge the process of this program. Having a successful management plan in place and implementing it will be a way to finally have proper "archival" guidelines and practices to continue to maintain this program. Baseline data will be tracking of the activities through the Schedule of Completion, including weekly reports and the inventory log of library materials archived. Final data will be the record log of activities and statistics of every patron served and the staff who assisted these Reference requests. We would hope that along the way, the general public will indeed provide us their feedback for improvements and further library needs they would like addressed especially about this project.

Evidence of Ongoing and Comprehensive Evaluation to Assess Progress. The program will use the following criteria that have been designed to gather baseline and final data.

- 1.) For general public and staff accessibility. Success will be determined by continued survey/questionnaire/request forms by both the general public (use by researchers, educators and others), including library staff.
- 2.) Weekly, Monthly, and Quarterly, *or as needed basis*, Progress Reports. After an assessment has been completed and after following the collection development and management plan, a weekly and monthly, *or as needed basis*, progress reports will be provided by the Library Technician Supervisor to the grant manager. The first monthly report will begin after the initial date of the program, per the Schedule of Completion. A quarterly report (every three months after the initial date of the project) will consist of activities completed. Also, a log of what has been archived; including the number of library requests forms with short surveys and questionnaires should be made a part of the progress reports. The Library Technician Supervisor may make recommendations about what should be reported on these progress reports.
- 3.) Determination of further improved library services will also be dependent upon the continued use of set "archival" guidelines (Standard Operating Procedure Archiving Manual), or practices by staff and satisfaction by the general public such as researchers, educators and others. Again, this will be determined by the continued use of the survey/questionnaire/request forms by both the general public use and staff retrieval.
- 4.) Feedback forms from staff. Input from staff of how services were before the set (standard operating procedure) "archival" guidelines or practices in preserving of these special documents. Library staff assigned to Reference before and after these "Standard Operating Procedures" should be provided a feedback form as part of the program's measure of achievement, including the continued use of the surveys/questionnaires/request forms by library patrons.

Measurement of the Impact of New or Improved Services for the Community. Community satisfaction will be determined through surveys and questionnaires that will be given to patrons and staff (especially staff assigned to Reference during days of patron requests) after the first

three (3) months (constituting a quarter) per the Schedule of Completion. The surveys/questionnaires will be used to collect information to determine the appreciation of the easily accessibility and retrieval of these special documents and photographs. Project staff will also provide a record log of their weekly activities, including monthly, or on an *as needed basis*, progress reports of what has been scanned to date, for example, an inventory log of what documents or photographs are available. These will all be a measure of the progress of the project and also through online surveys (*if made available by the Guam Public Library System Network and Information Services Systems Support unit*).

OUTLINE OF OUT-COME BASED EVALUATION: THE CREATION OF A PROGRAM FOR THE SCANNING, PRESERVATION AND ARCHIVAL OF IMPORTANT GOVERNMENT AND HISTORICAL DOCUMENTS AND PHOTOGRAPHS.

The evaluation team will incorporate an outcome based model to determine data, measure information that is most important and develop an appropriate plan. The following chart details important program participants and what they will evaluate.

Program Name: *The Creation of a Program for the Scanning, Preservation and Archival of Important Government and Historical Documents and Photographs.*

Who are the Program influencers?	What do they want to know?
GPLS staff	Is there a need? Are we meeting that need? Can it be duplicated by other libraries, maybe agencies with the same need? Will it increase the use or strengthen the library profile in the community?
GPLS Territorial Librarian/Director, and the GPLS IMLS Program Director	Is the program effective? Is the program appropriate and how can it be improved?
Government/Library Board	Is it worthwhile? Is it helping the library complete its mission? Is it maximizing library/government resources?
Other Libraries/Agencies	Can it be duplicated?
Patrons (general public such as researchers, educators and others), students and Library Technicians	Is it improving public's accessibility? Is it improving staff's accessibility and retrieval for accurate and better service?

What is the purpose of the Scanning, Preservation and Archival of Important Government and Historical Documents and Photographs program? This project will create and to have in place an effective and systematic process to manually and electronically scan and preserve important and historical documents, including photographs by having trained library staff, adequate materials, and technology resources that increases patrons' access to such documents.

For whom: For the whole island community (general public such as researchers, educators, students and others.) – library patrons, especially with the impending military build-up.

For what outcome and benefit?

- Having a proper and effective management system plan to preserve and maintain important and historical documents or photographs, including other critical library reference materials.

- Having library staff trained to effectively carry out this plan with proper guidelines and archival practices.
- Having improved accessibility and retrieval for both the staff and general public (researchers, educators, and others), especially students working on projects specific to this type of reference materials.
- Increase the library profile in raising awareness of the availability of these important and historical documents and photographs.
- Set policies and procedures into a “Standard Operating Procedures Manual” as a guide in sustaining future archival work on this project.
- Publicize the project by making presentations to library groups, professional organizations, and other interested parties, including availability of these special documents on the website.

The following chart details the planned inputs and expected outputs which will be measured to best evaluate the success of the program.

Inputs	Activities	Services	Outputs
GPLS main library & staff	Assess library materials to be archived/preserved.	Weekly assessment by staff.	Inventory of assessment and log of scanning activities.
GPLS Territorial Librarian/Director, GPLS IMLS Program Director, GPLS staff and volunteers	Develop effective plan and train staff, including volunteers.	Weekly implement scanning and archival preservation plan and maintain program in following set archival guidelines and practices.	Maintain inventory and log of scanning activities. Written weekly and monthly, <i>or as needed basis</i> , reports of progress of said activities to meet Schedule of Completion.
Appropriate archiving equipment and supplies	Install and maintain	Computer Systems Analyst II and Library Technician Supervisor to train scanning equipment.	Documents retrieval and availability improved.
GPLS Territorial Librarian/Director, GPLS IMLS Program Director, GPLS staff and volunteers	Digitally document and publicize availability of special documents /photographs on website, through media and other organization meetings; conduct surveys & questionnaires; gather statistics for reporting	Computer Systems Analyst II to provide on website activities happening at Library and availability of special documents / photographs. GPLS staff to inform media and other organizations of availability. GPLS staff and volunteers to conduct surveys and questionnaires.	Document of project, availability to the public, statistics of usage by general public and staff, including suggestions for future improvements.

Plan for Documenting Results – Both Expected and Unexpected. The Guam Public Library System (GPLS) will post on its website the activities occurring at the main library in Hagåtña. Online survey (if made available by GPLS IT personnel) will be made available or may be printed from the site. All requests for these special documents will be recorded. A short questionnaire/survey will also be made available each time requests are made noting that this is grant related and statistics are important. The questionnaire/survey will allow for requests on how the project would benefit from change or what improvements may be added to the project. The other side of this short survey will have the name of items requested so that it prompts patrons to maybe complete the questionnaire/survey side. Staff may also log the beginning and ending time of retrieval of documents as a way of recording statistics. The Guam Public Library System will post on its website an inventory log of all important and historical documents that have been preserved and archived for future use. Photos of staff being trained will also be posted on the website as part of the activities happening at the library.

5. REGIONAL IMPACT

Evidence of Adaptability of Projects to Other Pacific Region or Island Environments

Since Guam is an island and its destination being in the Pacific Region, neighboring islands with a public library and without a preservation and archiving plan would benefit from having knowledge of how this program is implemented. This will greatly benefit them knowing that a neighboring island experience the same problems with preserving important and historical documents and photographs and that by introducing them to the program, others may “cater” it to their specific library.

Dissemination of Project Results, Locally and Regionally

The evaluation of the impact of this project will be disseminated in a variety of ways. The library website will keep and continually update an outline of the project and its results providing a record which can be accessed globally. The local media will be enlisted to help create public awareness of the program, to apprise of its development and to announce the completion of the project. The value of the project to the Guam library community can be shared at meetings of the Guam Library Association and with interested staff from the University of Guam Library and Guam Public School libraries. The project will be ideal for presentations to regional libraries, at conferences including the Pacific Island Association of Libraries and Archives (PIALA) and the International Federation of Library Associations and Institutions (IFLA), and at special workshops like PREL’s Pacific Library Training Institute (PLTI).

SCHEDULE OF COMPLETION FOR THE PRESERVATION AND ARCHIVAL OF IMPORTANT & HISTORICAL DOCUMENTS/PHOTOGRAPHS

Goal I: Creation of a program for the scanning, preservation and archival of important Government and historical documents and photographs.

Objective A: Provide a program and develop a plan to follow for scanning, preserving and archiving important Government and historical documents, including photographs at the Guam Public Library System (GPLS) main library, namely, the Nieves M. Flores Memorial Library in Hagåtña, Guam.

Activities	2009						2010						Cost				
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Jun	Jul	Aug	Sep
<p>1. Purchase software and other equipment, supplies. The library's first step in implementing the service will be purchasing and configuring the appropriate equipment. The project will require appropriate equipment such as an upgraded server and software for the Library's current scanner, including supplies.</p>																	\$30,000.00
<p>2. Training. Training on the use of the scanner will be implemented by the Guam Public Library System (GPLS) Computer Systems Analyst II (CSA) after vendor provides the initial training. The CSA will then train the Library Technician Supervisor. The Library Technician Supervisor will then provide the training in the operations of the management of the preservation and archiving of federal and local public documents and other important and historical documents and photographs to key GPLS staff initially assigned to the project.</p>																	
<p>3. Installation. Installation will be performed by the vendor with the assistance of the Computer Systems Analyst II (CSA). Maintenance and technical support of equipment will be performed by the CSA and if needed, preventive maintenance will be contracted to a vendor. Other Technical support will be provided by Guam's Department of Administration Data Processing Division.</p>																	
<p>4. Develop a Plan and Assessment. The Library Technician Supervisor has been employed with the Guam Public Library System for (28) years, giving her the knowledge and the insight that this is an important task. The Library Technician Supervisor will develop a collection development & management processing plan to coincide with the Schedule of Completion attached hereto regarding the scanning, preserving and archiving of these important and historical documents and photographs for GPLS.</p>																	
<p>5. Coordination of processing and implementation of plan. With the Collection and Processing Plan, after assessment has been made, weekly, monthly and quarterly progress reports, or on an as needed basis, will be submitted by the Library Technician Supervisor to the project manager, with assistance from library staff.</p>																	
TOTAL FOR OBJECTIVE A																	\$30,000.00

Activities start and ongoing = [] Activities stops = []

SCHEDULE OF COMPLETION FOR THE PRESERVATION AND ARCHIVAL OF IMPORTANT & HISTORICAL DOCUMENTS/PHOTOGRAPHS

Goal I: Creation of a program for the scanning, preservation and archival of important Government and historical documents and photographs.

Objective B: Document, evaluate and assess the archival program at the Nieves M. Flores Memorial Library in Hagåtña, Guam.

Activities	2009						2010						Cost				
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Jun	Jul	Aug	Sep
1) <i>Make an assessment of what will be archived.</i>																	
2) <i>Adopt a collection processing and management plan.</i>																	
3) <i>Implement the collection processing and management plan.</i>																	
4) <i>Record all documents and photographs to be scanned, preserved, or archived.</i>																	
5) <i>Provide a weekly progress report. Thereafter, monthly and quarterly reports, or on an as needed basis.</i>																	
6) <i>Document the program with digital photos and an inventory log.</i>																	
7) <i>Distribute information about what are currently being scanned, preserved, or archived via media, organization meetings, etc., and the library website.</i>																	
8) <i>All Reference requests should be via filling out a GPLS standard form.</i>																	
9) <i>Record by providing a log of these Reference requests, or if web-based (once available by CSA), the number of users that visit that particular page on the Guam Public Library System (GPLS) website, or also form made available via downloading on website.</i>																	
10) <i>Short survey and questionnaires on whether service has improved with the easily availability for patrons and retrieval for staff of these Reference materials.</i>																	
11) <i>Continued management of these Reference materials by following consistent archival guidelines and practices by library staff.</i>																	
TOTAL FOR OBJECTIVE B																	\$0.00
TOTAL ALL OBJECTIVES																	\$30,000.00
Administrative Costs																	\$0.00
TOTAL ALL COSTS																	\$30,000.00

Activities start and ongoing = Activities stops =

6. BUDGET AND BUDGET NARRATIVE

**LIBRARY SERVICES AND TECHNOLOGY ACT
COMPETITIVE GRANTS FOR THE PACIFIC AND VIRGIN ISLANDS
PROJECT BUDGET FORM**

(Round off amounts to the nearest dollar)

Name of Applicant	<u>Guam Public Library System</u>		
Direct Costs	IMLS	Match (**)	Total
Salaries and Wages	<u>\$0.00</u>	<u> </u>	<u>\$0.00</u>
Fringe Benefits	<u>\$0.00</u>	<u> </u>	<u>\$0.00</u>
Consultant Fees	<u>\$0.00</u>	<u> </u>	<u>\$0.00</u>
Travel (# of Trips <u>N/A</u>)	<u>\$0.00</u>	<u> </u>	<u>\$0.00</u>
Supplies & Materials	<u>\$2,839.00</u>	<u> </u>	<u>\$2,839</u>
Equipment	<u>\$6,955.00</u>	<u> </u>	<u>\$6,955.00</u>
Services	<u>\$20,206.00</u>	<u> </u>	<u>\$20,206.00</u>
Other	<u>\$0.00</u>	<u> </u>	<u>\$0.00</u>
Total Direct Costs	<u>\$30,000.00</u>	<u> </u>	<u>\$30,000.00</u>
Total Costs	<u>\$30,000.00</u>	<u> </u>	<u>\$30,000.00</u>
Amount of Cash Match (**)		<u>\$0.00</u>	
Value of In-Kind Contributions (**)		<u>\$0.00</u>	
TOTAL Cash Match + In-kind (**)		<u>\$0.00</u>	
TOTAL AMOUNT REQUESTED FROM IMLS			<u>\$30,000.00</u>
TOTAL AMOUNT FOR PROJECT			<u>\$30,000.00</u>

* U.S. Territories are not required to match federal funds; but the Freely Associated States must provide matching funds. The required match is at least 34% of the total project costs (not just 34% of funds requested from IMLS).

Direct Costs

Guam Public Library System Personnel will be utilized for this project. The approximate total number of employees to work on this project during initial implementation are at least eight (8). The Library Technician Supervisor will ensure all other Library Technicians assigned to this project will be adequately trained.

Salaries and Wages will be incurred by the Guam Public Library System (GPLS) for three (3) Library Technicians under the supervision of the Library Technician Supervisor and one (1) Computer Systems Analyst II under the supervision of the GPLS Acting Director.

Fringe Benefits will be incurred by the Guam Public Library System (GPLS) for three (3) Library Technicians under the supervision of the Library Technician Supervisor and one (1) Computer Systems Analyst II under the supervision of the GPLS Acting Director.

Consultant Fees & Travel. The Guam Public Library System has none at this time.

Supplies are needed for the archival and preservation of the Guam Public Library System's collections of important government and historical documents and photographs. These include glossy photo paper, 11" x 17" copier paper, photo albums for display and photo markers totaling approximately \$2,839.00.

IMLS total for Supplies comes to: \$2,839.00

Equipment costs including shipping for the project are listed as follows:

One (1) Rack Mount Server \$6,955.00

Services required is for the upgrade of the Guam Public Library System's existing Alchemy application.

IMLS total for Services comes to: \$20,206.00

Administration costs.

Total for Administrative Indirect costs: \$0.00

Other costs

Total for Other costs: \$0.00

Total Direct Costs: \$30,000.00

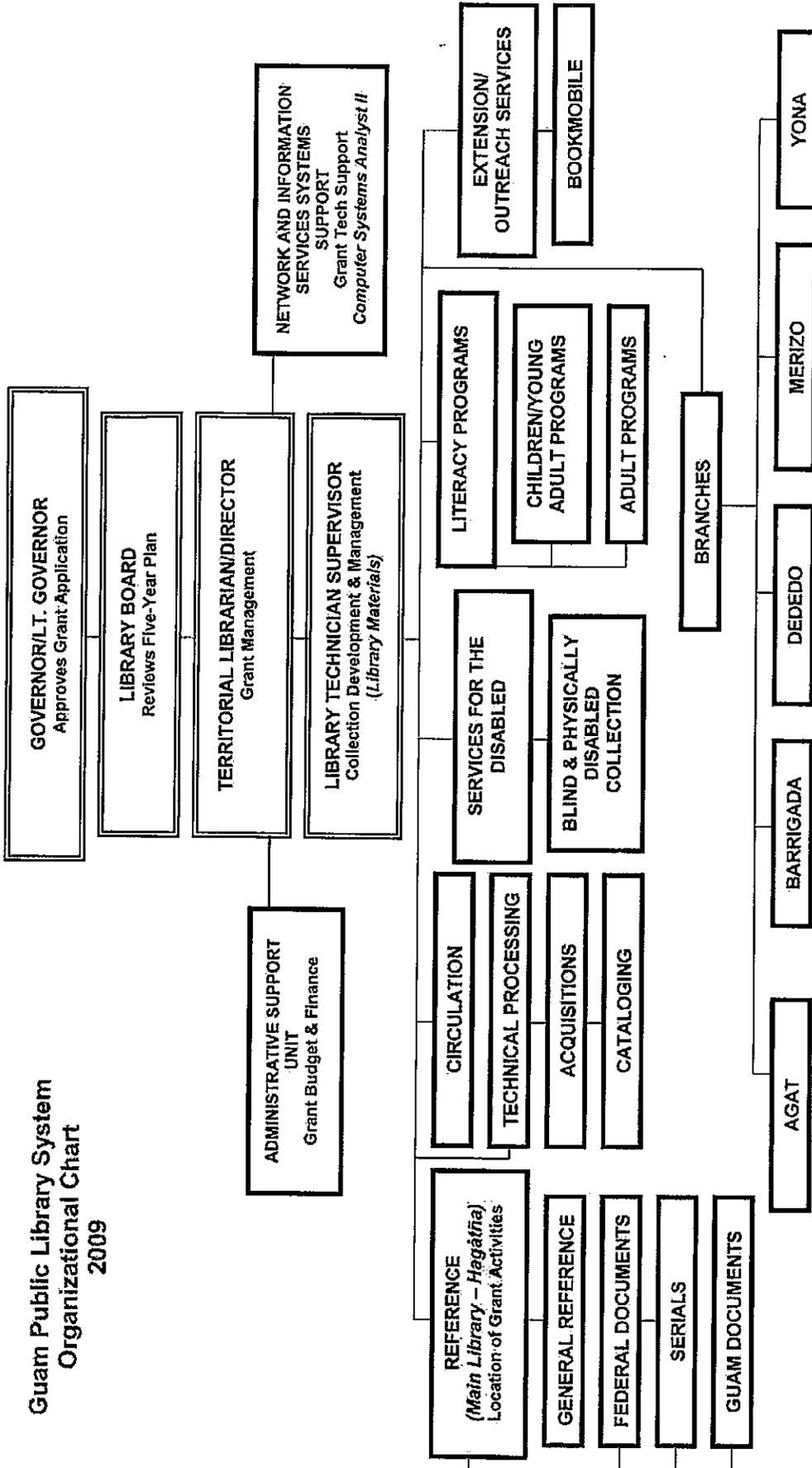
Total Indirect Costs: \$0.00

Total All Costs: \$30,000.00

TOTAL AMOUNT REQUESTED FROM IMLS \$30,000.00

TOTAL AMOUNT FOR PROJECT \$30,000.00

**Guam Public Library System
Organizational Chart
2009**

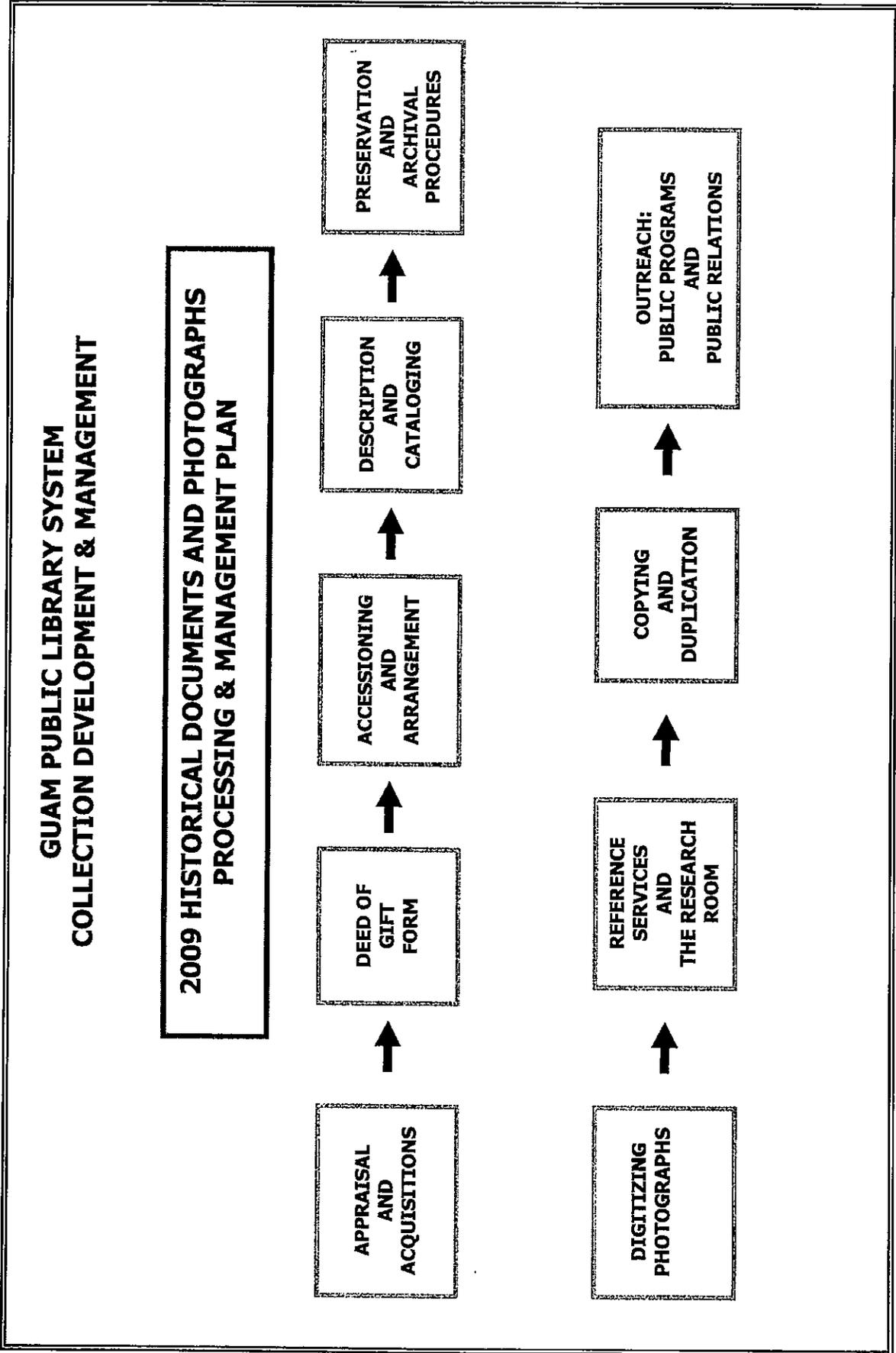


Mission Statement:

Serving Guam residents since 1949, our mission is to provide free and open access to information and ideas fundamental to a democracy. The library system will protect intellectual freedom, promote literacy, encourage lifelong learning, and maintain cultural materials.

The Guam Public Library System (GPLS) is a line agency under the Government of Guam's Department of Administration, serving under the Library Board which reports to the Governor. In accordance with our mission statement, GPLS is committed to provide all range of library services to the entire population of Guam and patrons of the Pacific region. Services include access to libraries, materials, technology and programs.

Under the supervision of the Territorial Librarian/Director of GPLS, the proposed project activities will be assigned to the staff in Networking, Collection Development and Management, Administrative Support, and certain key Library staff especially in the Reference section at the Nieves M. Flores Memorial Library in Hagåtña, Guam.



SANDRA M. STANLEY

OBJECTIVE

My objective is to advance into a higher degree of responsibility

EXPERIENCE

GUAM PUBLIC LIBRARY SYSTEM (GPLS)

Administrative Officer (November 8, 2004 to Present)

- Acting Territorial Librarian/Director
- Budget and Fiscal Account Control
- Administrative Operation and Coordination.
- Reports, Policies and Procedures
- Equipment and Material
- Training Officer
- Project Director
- Safety Officer
- Coordinator for the Drug Free Workplace

EDUCATION

Fall 1980 Guam Community College Guam
Personnel Supervision (earned 3 credit hours)
Business Math (earned 3 credit hours)

Spring 1981 Guam Community College Guam
Filing Systems (earned 3 credit hours)

Summer 1981
Calculating Machines (earned 3 credit hours)

Fall 1981 Guam Community College Guam
Interpersonal Relationship (earned 3 credit hours)

EDUCATION

(Continued)

Spring 1982	Guam Community College	Guam
Introduction to Business (earned 3 credit hours)		
Fall 1982	Guam Community College	Guam
Machine Transcription (earned 3 credit hours)		
Intermediate typewriting (earned 3 credit hours)		
1967-1970	George Washington Sr. High School	Guam
Graduated from GWSH		
1964-1967	George Washington Jr. High School	Guam
Promotional Ceremony in 1967		
1959-1964	Agana Heights Elementary School	Guam

Name: Teresita L.G. Kennimer
Mailing Address: P. O. Box 2054, Hagatna, Guam 96932
Contact: (671) 828-6985 (Home); Email: teresita.kennimer@gpls.guam.gov
=====

Experience:

November 22, 2004-Present ***Library Technician Supervisor, Guam Public Library System***

Job responsibilities:

- Supervise and coordinate the operational activities of public branch libraries involving such functions as the mechanical preparation of library material; the physical upkeep of library material; care of shelves, files and equipment; circulation work; limited cataloging work; provide routine information on library services involving simple fact-finding in standard reference sources.
- Organize assign and review daily work assignments of all Library Technicians. Make recommendations regarding hiring, on performance evaluation, merit increase and training of staff.
- Compile, verify, and produce statistical reports; Evaluate unit's procedures and recommend modifications and changes. Coordinate the staffing of operational areas to ensure coverage at all times. Answer difficult questions requiring the knowledge of the unit's entire reference collection of print, networked and Internet resources.
- Assists with developing and implementing library programs, monitoring an automated circulation system; Participated in collection development and maintenance, including weeding and inventory and other related duties as assigned by the Library Director.

February 1986-November 2004 ***Library Technician II, Guam Public Library System***

Job responsibilities:

- Applied technical skills and knowledge to specialized functions in a variety of library operations and in supervising staff; Provided independent judgment in the application and development of library procedures; Organizing, assigning, and reviewing daily staff work assignments, and schedule;
- Participated in job interview process for Library Technicians and provided recommendations regarding hiring, performance evaluations, merit increases, and staff training; Compiling, verifying, and producing statistical reports;
- Performed other duties as assigned by the Territorial Librarian /Library Director; Assisted the Director with the development and implementation of library programs and monitoring of the automated circulation system, compiling statistical data, and participating in collection development, weeding of the collection and inventory;
- Under the guidance of a Territorial Librarian/Library Director, assist in the following units: Copy cataloging and technical processing of printed and non-printed materials, photographs, and military environmental impact statement documents;
- Provide ready Reference assistance and resources in the sections in the library, Desk Service (General Reference, Guam Room Collection Materials, and Federal Government Documents); Processing of Special McNaughton (Best Seller) Collection; Circulation Desk Service; Patron Registration; Services for the Blind and Physically Handicapped; and Incoming Library Mail and Periodicals.
- Overseeing library volunteers, GPLS AmeriCorps members, AHRD Summer Trainees, and other workers from other agencies or programs;

Education:

- 1976, Diploma, George Washington High School, Mangilao, Guam
- 1978, Certificate, Introduction to Public Service, University of Guam
- 1994, Certificate, Collection Development for Small Libraries, University of Guam
(Continuing Education and Outreach Programs)

Training:

- Public Library Reference Service Work, GPLS, Certificate: August 1985
- Microsoft Word 7.0, Windows 95, Computerland, Certificates: June, September 1999
- Horizon, EPIXTECH, Database Searching, and Cataloging, Certificates: August 2001
- GPLS, Reference Staff Development Training in Cataloging, Circulation, and Import of Collection Development: March 2002
- Horizon 7.3.4 Information Management System Workshop, GPLS: November 2006
- WESTPAS, Protecting Library & Archive Collections: Disaster Preparedness, Response & Recovery, UOG, Certificate: May 2008
- Various Training Certificates (*Available upon request*)

Other:

- Temporarily appointed the Guam Public Library Services Coordinator from December 1993-July 1994
- Proficient in Microsoft Word, Excel

Volunteer Work:

- Saint Joseph Parish, Inarajan, August 1975-May 1979
- Guam Memorial Hospital, Tamuning, November 1974-May 1975

References: Available upon request.

Joseph A. Baza
P.O. Box 23393 G.M.F.
Barrigada, Guam 96921
Home Phone: (671) 637-6418
Work Phone: (671) 475-4759

Experience:

Over 12 years in the IT profession extending from operations to computer programming and analysis applying Dbase, Microsoft Access, SQL, Visual Basic, Oracle programming and working with Windows Operating Systems both Client/Server as follows: Windows 98, NT, XP, Vista, Windows NT, 2000, and 2003 professional and enterprise server editions managing workgroup to domain environments. In addition: worked with Unix/AIX Base platforms on an AS400 and RISC 6000 Client/Server environment.

Work History:

Nov. 12, 1996- Aug.15, 2008 – Department of Public Health & Social Services

Public Health Division (CPHO): Nov. 12, 1996- Nov.21, 1997

General Administration Division (Systems & Programming Group): Nov. 24, 1997 – Dec. 26, 2003

Women Infant & Children Section (WIC): Dec. 28, 2003- Feb.14, 2005

Computer Operator II:

- Coordinate and Facilitate distribution of workstations and laptops to designated location and setup for user access.
- Inventory all workstations, laptops, printers, ups and other applicable communication equipment and record information on a Microsoft access database.
- Maintain and monitor network setup in a workgroup environment.
- Respond to user request for service such as: trouble-shooting problems categorize as hardware (workstation, laptop, printer etc...), software (office applications, email etc...), network (NIC, Cable, LAN/WAN etc...) and record information on a "Request for Service Form".
- Coordinate and implement training and development for basic user level training on applications and computer operations.
- Support management request for reports and other applicable statistical requirements.
- Maintain and backed up servers on at daily, weekly and monthly schedule.
- Bi-Weekly meetings with management on IT projects and needs assessment.
- Coordinate procurement of workstations, laptops, printers etc... with management and initiate requisition(s) for purchase.
- Maintain vendor support for existing and future IT contracts.
- Project Manage a full phase network and clinical database implementation for the Bureau of Primary Care Services (BPCS). Project involved a \$300,000 database setup with user training. Setup also involves the implementation of a Server/Client network environment establishing connection from 2 remote sites to a central host via Terminal Service Administration.
- Manage and maintain RISC 6000 Unix Base Server and WIC application database. The WIC application is an Oracle base database repository and front end application. SQL scripts are utilized to run various report requirements on a weekly, bi-weekly and monthly schedule.

Bureau of Primary Care Services (BPCS): Feb. 16, 2005 – Aug. 15, 2008

Computer Systems Analyst I:

- Manage and maintain the following BPCS database application:
 1. Sage-HealthPro XL version 2.1: Utilizing terminal services for client connection. The clinical database captures work flow and scheduling for doctors, nurses, medical record clerks etc..., and provide reports on production and statistical data analysis with reports for the bureau administrator.
 2. Etreby version 3.4- Pharmacy Database Application: Database captures Pharmaceutical work flow and inventory for disbursement of drugs and services.
 3. PECS version 3- Patient Electronic Care System: Database captures chronic disease in 5 categories such as: Diabetes, Asthma, Heart Disease etc..., making it possible for doctors and nurses to follow-up with patient care and scheduling follow-up visits.
- Design and implement BPCS domain server/client network environment operating on windows 2003 enterprise edition connecting 2 remote sites to a central host server(s).
- Monitor and maintain network connection and stability LAN/WAN.
- Installed and configured "TrackIt7" database for capturing user IT problems making it possible for management to report Hardware, Software and Network issues for each departmental divisions and sections.

Guam Public Library System (GPLS) Aug. 18, 2008 – Current

Computer Systems Analyst II:

- Manage and Maintain Horizon version 7.3.4 library database application on a server/client network environment operating on windows 2003 enterprise edition. Run SQL scripts for customize reporting as needed.
- Design and manage mixed wired/wireless network environment
- Manage and maintain GPLS website application. Updating and editing changes as needed.
- Manage and maintain GPLS Gmail account with Google. Updating and editing changes as needed.
- Manage and maintain yearly application for USAC grant discounts on IT services.
- Technical support on following IMLS 5 year technology grant to ensure that objectives and goals are met.
- Currently, completed installation of GPLS windows domain on a Microsoft Server Windows 2003 Enterprise Edition Virtual Server. Configuration and testing phase is under-way.

Education:

San Mateo City College

San Mateo, California

Degree Completed: AA- Administration of Justice (Law Enforcement)

San Jose State University

San Jose, California

Level Completed: 3rd year (Junior Level)

Administration of Justice (Law Enforcement)

Degree Completed: not completed

Over 100 credit units completed

Jacqueline T. Florig
Administrative Assistant
Guam Public Library System

Name: Florig, Jacqueline T.
Work: Guam Public Library System
Address: 254 Martyr Street
Hagatna, Guam 96910-5141
Telephone: (671) 475-4753/54
Fax: (671) 477-9777
Email: jackie.florig@gpls.guam.gov

Administrative/Financial

- Acting Administrative Officer
- Assists in the preparation of the fiscal year program budget under federal and local programs.
- Collects and analyzes statistical data, prepares program studies and performs research.
- Monitors the allocated budget appropriation.
- Processes invoices for payments; journal vouchers; direct payments and other financial matters received by the department.
- Prepares and maintain effective and accountable control of local appropriation and federal grants accounts.
- Assist in the preparation of budget allotment schedule, establishment of account; utility service authorization and modification of accounts.

Federal Grant Application

- Participates and coordinates federal grant application and prepares grant application for submission to state clearing house and to the federal government.
- Researches federal registers, pamphlets, manuals, reports, regional conferences, congressional bills, hearings relating to grants and aids applicable to libraries.
- Participates, studies and assists in the planning, development, implementation, and coordination of Federal Grants and Aids or local programs and projects applicable to Guam libraries.

Reports, Policies and Procedures

- Prepare monthly revenue collection current budget year and prepare specific account reports as needed for effective management review.
- Assist in the preparation of staffing pattern independently to reflect current changes in insurance rate and employees' status and update as necessary.
- Prepare correspondence for management and presents oral and written communication of various operational and administrative related issues, in coordination with the Territorial Librarian/Director on meetings and negotiations with the least amount of supervision and instruction.

RESUME

Bertha Guerrero

Email: bertha.guerrero@gpls.guam.gov

Telephone: (671)475-4753/54

Skills: General/basic office procedures consisting of composing letters, dictation/transcribe minutes of board meetings; answer telephone calls and customer/client inquiries, receive documents, faxing, filing, scheduling of appointments, receiving mail, order supplies, etc. **Legal Secretary:** drafting, typing, filing of legal documents in court and processing of same for service; follow up of deadlines, etc.; scheduling depositions, etc. **Other:** familiar with payroll preparation, payroll taxes, etc., and prepare miscellaneous office forms, as needed.

WORK EXPERIENCE (current):

Guam Public Library System, 254 Martyr Street, Hagatna, Guam 96910

Phone: (671)475-4753/54

Immediate Supervisor: Mrs. Sandra Stanley, Acting Territorial Librarian/Director

March 2005-Present – Secretary I (Typist): Assists Director and Supervisor in daily office functions:

- Maintains and prepares documents for the Guam Public Library System Board Meetings including Minutes of Meeting, Agendas, and Reports for the Board, including informing Board of meeting and notices to the public.
- Conducts research necessary for Board's actions; including drafting Board Resolutions for submission to Legislature.
- Maintains and prepares Minutes of Meeting for Bookmobile Foundation.
- Maintains and prepares the GPLS employee timesheet and processing into AS400 for submission to DOA.
- **Outgoing:** Prepares, formats and proofreads correspondence, reports, forms, other materials, etc., for Director's and Supervisor's review and approval for submission to the Board, Governor's office, Oversight Chairperson for Committee on Education, or any government agencies as required and assemble attachments and corresponding materials.
- **Incoming:** Performs routine tasks including receiving, sorting and distributing mail and all incoming documents routing to proper division or individual.
- Coordinates library events including preparation of media releases for said events such as the library branch reopening, National Library Week, Summer Reading program, including the Annual Book Sale and Mini Carnival, etc.
- Assists in securing GPLS monies from fines, fees, etc., before deposits are made to Treasurer of Guam.
- Assists in replenishing the inventory of office and equipment supplies.

- Assists in monitoring inventory movement and completes inventory transfer, survey of office/custodial equipment, and office furniture for the Guam Public Library System.
- Assists Director or Supervisor in special projects and performs other administrative duties as requested using own judgment
- Schedules appointments and meetings, and maintains calendar for Director/Supervisor.
- Answers telephone calls including receiving visitors, answers general inquiries and directs to proper divisions or individuals
- Sets up and maintains standard office files and records. Files documents following office procedures not more than two days after receipt.
- Maintains computer based files.
- Completes and makes available for the preparation of reports and other secretarial duties as required by this department.
- Coordinates office matters with other government agencies to ensure requests are promptly processed.

Provides administrative and secretarial support as required for this department's Director, Supervisors and its employees.

Grant Writing Workshops and Training:

2009: Guam Department of Administration, Certificate - Time Management

2008: Guam Department of Administration, Certificate - EEO Counselor

2008: Guam State Clearinghouse, Certificate - Grant Writing Workshop

2007: Pay Less Markets Community Foundation Inc., Certificate - Grant Writing Workshop

2005: University of Guam, Intro to Technology (Microsoft Applications)

EDUCATION:

1977: Graduated from **George Washington Senior High School, Mangilao, Guam.** Special courses: Advanced Typing, Banking, Shorthand I & II (also involved general office procedures, i.e., dictating and typing); Honor Roll throughout High School; Senior Class Council Secretary; Member, National Junior Honor Society, Barrigada Junior High, Barrigada, Guam.

VOLUNTEER:

1999-2006: **CCD Teacher, St. Francis Parish, Yona, Guam**

2000-2002: **Irensia Dance Troupe, Chairperson coordinating committee.** Assisted in coordinating group events and inform members of upcoming events.

2001-2002: **Yona Women's Association, Member,** assist the Yona Mayor's Council by fundraising to supplement part of its humanitarian fund.

2000-2001: **PTO President, 1999-2000 & PTO Secretary, M.U. Lujan Elementary School, Yona, Guam.** Conduct meetings and transcribe minutes of meetings.

Reference and additional employment information available upon request

LINDA M. AGUON
Library Technician II
Guam Public Library System

Guam Public Library System
254 Martyr Street
Hagatna, Guam 96910
Telephone: (671) 475-4751/52
Facsimile: (671) 477-9777
Email: linda.aguon@gpls.guam.gov

1974-1976; 1977, 1981-1982, 2004-Present

General Reference/Guam Room Collection Materials

- Answers advisory questions, complex research questions, and directional questions
- Performs Inventory, preservation and organizations of legislative paper and documents, etc.
- Retrieves Guam Materials, reference materials, current and back issues of magazines, newspapers.
- Helps Patrons to use computer printout listings of library holdings, bibliographies, directories, various Guam and Federal document indices.
- Use ready-references/research materials to provide answers to a reference questions via telephone, fax, or in person.

Cataloguing and Technical Processing

- Catalog all printed and non-printed materials acquired by/donated to GPLS.
- Maintain and update the database of the entire GPLS book stock and non-book stock collection for easy access to patrons
- Imports all new and existing items in the library's automation data system.

Federal Government Library Programs

- Receives and processes Federal Government Documents according to the rules and Regulations set by the Federal Depository Library program of the United States Government Printing Office
- Separate shipping lists according to their subjects and put them in numerical order, stamp the date when it's received.
- Turn in Statistics on monthly basis.
- Assist patrons. Interprets indexing tools, retrieves materials from stacks, answer's patrons request.
- Organize, file and maintain a neat and orderly Federal Government Documents Room to provide easy accesses to patrons.

Bookmobile Outreach Services

- Administers and manages the daily onsite operations of the designated sites schedule.
- Conducts library orientations and tours to patrons of all ages.
- Records statistics on circulation and the number of people visiting the bookmobile.
- Provides assistance and orientation to library patrons regarding library policies, rules and regulations.
- Maintains the order, cleanliness, and overall professional appearance of the Bookmobile.

Trainings

- Horizon Training for Cataloging, Circulation and Serials
- Micro-Computer
- Introduction to Computer
- Issuing Officer, Citation Training per Guam Public Law No. 29-35
- Certificate: 2008, University of Guam, "Protecting Library & Archive Collections: Disaster Preparedness, Response & Recovery"

Linda R. S. Elliott
335 Afame Rd.
Sinajana, Guam 96910
Email: linda.elliott@gpls.guam.gov

OBJECTIVE:

To secure a responsible and challenging position that will utilize my General Office, Administrative skills, Customer Service: promoting Literacy Programs, and Organizational skills.

SUMMARY OF QUALIFICATIONS:

Processes applications of patrons for borrower cards, issues and renews library cards according to policy; checks in/out and reserves library materials for patrons. Assists in managing the daily operations of the entire circulation service of the Guam Public Library main facility. Provide clear and concise direction in the location of library resources and information; Answers advisory questions, complex research questions, and directional questions; use ready-reference or other research materials to provide answers to a wide range of reference questions via telephone, fax, or in person; Assists patron with library and other computer software/applications provided by GPLS. Retrieves secure and provide research services and reference assistance concerning archival and/or public documents concerning Guam, U.S. Government Depository collections, and other areas. Assist in the coordination and execution of Guam Public Library System literacy programs. Conduct timely and well-coordinated activities to improve the quality of the literacy programs through organizing the readings, puppet shows, videos, crafts.

EDUCATION

- 1992 Adult High School Diploma, Guam Community College
Mangilao, Guam

WORK EXPERIENCE

Guam Public Library System
254 Martyr Street
Hagatna, Guam 96910
Telephone: (671)475-4751/2; Fax: (671)477-9777

July 17, 2006 ~ Present
Library Technician I

Prepare and perform day to day circulation activities in accordance with the functions, services, practices and procedures. Provide assistance and tours to library patrons in the use of library collection catalog and materials, library policies and regulations. Maintain and update patron file for all libraries within the system for up-to-date information. Submit monthly statistic reports and recommendations. Maintain current events file on current and/or controversial issues dealing with national, international, and local affairs from the Guam room collections materials. Record information all serials onto the Horizon Serial data. Binding daily news, magazine issues and journals for archival preservations. Filing old current issue news paper, magazines, and journals into the proper vertical file. Process all donated books, accession, stamp, book covering and distribute to all other branch libraries. Repair/discard of worn and damaged printed library materials. Conduct timely and well-coordinated literacy programs and activities to improve the quality of reading, crafts, puppet shows, etc. for weekly themes, library events, and community events.

Guam Army National Guard, Ft. Juan Muna
622 East Harmon Industrial Park Rd.
Tamuning, Guam 96911-4421
Telephone: (671)734-4503

June 1998~June 2001
Motor Transport Operator

Maintain proper vehicle maintenance such as Preventive Maintenance Checks and Services (PMCS). Dispatch vehicle and prepare for transporting all military/civilian personnel, cargo, armory, supplies, etc. Repair/replace new parts on inoperable vehicles. Secure incoming/outgoing vehicles, fuel distribution. Attend training courses and exercises for certification. Physical Training (PT) to meet Army standards. *Assigned work detailed to ADSW (Active Duty Special Work) – U.S. Customs: Drug Task Force and ADSW (Active Duty Special Work) – Recruiting Section*

University Affiliated Program for Disability
#303 Dean Circle, UOG Station
Mangilao, Guam 96923
Telephone: (671)735-2913

June 1998~August 1998
Secretary / Clerk III

Responsible for all general Office Administration such as typing, filing, preparation of correspondence, data entry, purchase orders, accounts receivable and payable, answering incoming calls, distribution of incoming/outgoing mail, prepare all memorandums, annual/sick leave forms for various employees' signatures.

CERTIFICATIONS, TRAININGS & AWARDS:

- 2008 Issuing Officer, Citation Training per Guam Public Law No. 29-35
- 2007 Horizon 7.3.4.
- 2006 CPR./AED
- 8/2000 40 Hours Driving Training Courts 21-25
(M998, M35, M18, and GSA Commercial Bus)
Ft. Juan Muna, Harmon, Guam
- 6/1999 – 7/1999 40 Hours Driving Training on Heavy Equipment
(M35A, M813A1 – 2 1/2 Ton & 5 Ton Vehicle)
Ft. Juan Muna, Harmon, Guam
- 3/1999 – 4/1999 Motor Transport Operator Course (AIT)
Ft. Leonardwood, Missouri
- 12/1998 – 3/1999 Basic Combat Training/Reception Battalion Attrition
Hazard Communications Training
Ft. Leonardwood, Missouri
- 6/1998 – 12/1998 RTI – Guam Army National Guard
Ft. Juan Muna, Harmon, Guam

Post Office Box 326199
Hagåtña, Guam 96932

(671) 734-3006 – Home
(671) 688-3588 – Cell
E-mail: ucangofran@yahoo.com

Francine Renea M. Uncangco

Area of Accomplishment

- Type 45 wpm; able to operate equipment including computers: WordPerfect, Microsoft Windows, Microsoft Word, Microsoft Excell and Microsoft Power Point.
- Successfully completed high school courses in Computer Literacy.
- Knowledge of computer workflow and processing methods.
- Knowledge of standard office practice and procedures.
- Excellent Math and English skills.
- Able to assist customers / patrons locate and select items.
- Cash handling operations.
- Skill in the operation of adding / calculating machine.
- Knowledge of procedures and practices controlling the collection of data.
- Understand legal terminology, case management techniques and procedures, formats and forms.
- Communicate well with all age groups.
- Follows directions accurately; respects authority.
- Work well independently; also works well with others.
- Able to work effectively with the public and fellow employees, able to communicate effectively, orally and in writing and able to maintain records and prepare reports.
- Ability to follow and understand oral and written instructions.
- Flexible; willing to work overtime or shift work when required.
- Dependable, punctual, honest, hardworking; self-starter.

Work Experience

2/19/2009 - present
Government of Guam
Library Technician I

Guam Public Library System
Hagåtña, Guam
(671) 475-4751

- Cataloging library materials.
- Organizing the Guam Room. Including Legislative documents and Guam materials.
- Importing.
- Shelving books.
- Checking-in / out materials (books, videos, cds, kits).
- Assisting patrons to locate certain items.
- Answering incoming calls and connecting callers to appropriate personnel.
- Taking messages for appropriate staff.
- Transferring phone calls.
- Typing documents.
- Xeroxing.
- Creating Vertical File folders and file them alphabetically.

- Assisting fellow co-workers with assigned duties.

Work Experience

9/1999 – 2/19/2007
Legal Office
Receptionist

Law Offices of Cunliffe & Cook, P.C.
Hagåtña, Guam
(671) 472-1824

- Answering incoming calls and connect them to the appropriate personnel.
- Take messages for appropriate staff and transferring phone calls.
- Place outside phone calls for attorneys and staff.
- Notify clients of upcoming court hearings or appointments with attorneys.
- Assist clients to meet with attorneys.
- Assist clients with obtaining appropriate requested documents.
- Scheduled appointments for clients to meet with attorneys.
- Open new client files.
- Logged incoming and outgoing documents and correspondences.
- Xeroxed and filed client files alphabetically.
- Calendared new hearing dates for clients.
- Updated client information.
- Perform duties as required.
- Followed up with designated Judges Chamber Clerks to verify if court hearings for clients were still being heard; if needed obtained new hearing dates and informed client of status.
- Receive payments on account from clients.

Work Experience

2/1999 – 6/1999
T-Shirt Printing Company

The T-Factory
(671) 472-8337
Receptionist

- Answered incoming calls and connect callers to appropriate personnel.
- Take messages for appropriate staff.
- Transferred phone calls.
- Type documents.
- Received t-shirt orders form customers.
- Notified customers when orders are ready for pick-up.
- Filed completed order worksheets.
- Updated customer information.
- Assisted fellow co-workers with processing of customer orders.
- Performed related duties as required.

Education

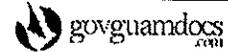
06/1998

- ◆ George Washington High School
Mangilao, Guam
Diploma



284 W. Chalan Santo Papa, Hagatna, Guam 96910
 Phone: 671.647.3674 | Fax: 671.477.3677
 Email: dmr@dmrguam.com | www.dmrguam.com

data management resources, llc.



Submitted To:

Guam Public Library System
 254 Martyr St.
 Agana, Guam 96910

quote

Date	Quote #
3/14/2009	09-03-020

Project	Rep	Terms of Payment	Quote Expiration Date
Library Server	MLG	Purchase Order	4/13/2009

Description	Qty	Cost	Total
Dell(TM) PowerEdge(TM) 1950 Rack Mount Server (3.5 Chassis) -PowerEdge(TM) 1950, Quad-Core Intel(R) Xeon(R) E5410, 2x6MB Cache -No Additional Processor -Integrated Dual Broadcom Gigabit Network Card with TOE hardware enabled -Motherboard for PowerEdge(TM) 1950 -Dell(TM) OpenManage(TM) Software Kit for PowerEdge(TM) 1950 -C3: Raid 1, must order with SAS6iR or PERC5i or PERC6i Integrated -PERC 6/i, Integrated Controller Card -Document & User Guide for PERC6i & PERC6E Card (English) -(2ea) 400GB 3.5-inch 10K RPM SAS Hard Drive -Bezel for PowerEdge(TM) 1950 -3.5" Chassis for PowerEdge(TM) 1950 -Expansion Riser: 2x PCIe slots -TOE Key - 2P -4GB (4x1024), DDR-2 667MHz ECC 2R Fully-Buffered Memory -Dell(TM) USB 104-key Standard Black Keyboard(English) -Dell(TM) Optical USB Black Mouse (2-Buttons with Scroll) -Dell 17" E1709W Wide Screen Flat Panel LCD Monitor -For Monitor Only -1x Power Cord, 6 Feet, 110/220V US (Guam, Philippines) -8x SATA slim DVD-ROM Drive -Microsoft(R) Windows(R) Server 2008 Downgrade Option Standard Ed X32,Fi,Eng -CD Kit for Microsoft(R) Windows(R) Server 2008 X32/X64 Standard Ed. (Eng) -Rapid/Versa Rails(TM) for PowerEdge(TM) PE1950/ SC1435/ R300 -USB Server Interface Pod (Includes 1x7ft and 1x12ft CAT5 Cables) -USB to PS2 dongle cable -Redundant Power Supply (670W) -Jumper Cord for 220V/110V countries -Power Cord, NEMA 5-15P to IEC C13 for 120V UPS/WALL connection, 6 feet, 125V -Electronic Instruction Manual (No hardcopy) -Mod Specs Info (Guam) -INFO ONLY - E5410: Quad-Core Intel Xeon 2.33 GHz, 2x6MB Cache, 1333MHz FSB, 80W	1.00	6,250.00	6,250.00

Signature _____

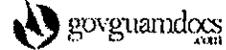
Total

To accept this quotation and to give authorization to order, sign, date and return. Payment must be submitted to process your order. Make Checks Payable to: Data Management Resources, LLC, We also Accept Visa or Mastercard. Notice of Confidentiality. The information in this quotation is intended for the use of the addressee only. It may contain information that is privileged, confidential, and exempt from disclosure. If the reader of this quotation is not the intended recipient, or an employee or agent responsible for delivering the quotation to the intended recipient, you are hereby notified that a dissemination, distribution or copying of this quotation is strictly prohibited. If you have received this quotation in error, please notify us immediately by telephone and return the original quotation to us by mail. Thank you.



284 W. Chalan Santo Papa, Hagatna, Guam 96910
 Phone: 671.647.3674 | Fax: 671.477.3677
 Email: dmr@dmrguam.com | www.dmr Guam.com

data management resources, llc.



Submitted To:

Guam Public Library System
 254 Martyr St.
 Agana, Guam 96910

quote

Date	Quote #
3/14/2009	09-03-020

Project	Rep	Terms of Payment	Quote Expiration Date	
Library Server	MLG	Purchase Order	4/13/2009	
Description		Qty	Cost	Total
Shipping & Handling (Included)			0.00	0.00
5 Years On Island Parts Exchange & 1 Year Labor Replacement Warranty (Included)			0.00	0.00
Professional On Site Service Fee, Installation of System		1.00	450.00	450.00
CP1500AVRT AVR UPS 1500VA/900W Tower, CyberPower Systems		1.00	255.00	255.00
Data Management Resources is an Authorized Distributor of Dell Brand Computers and Maintains A+ Certified In House Technicians, ISO Certification will be supplied upon request. For Hardware Technical Support access please call (671)647-3674 or visit our website at dmrguam.com.			0.00	0.00
Signature _____			Total	\$6,955.00

To accept this quotation and to give authorization to order, sign, date and return. Payment must be submitted to process your order. Make Checks Payable to: Data Management Resources, LLC, We also Accept Visa or Mastercard . Notice of Confidentiality. The information in this quotation is intended for the use of the addressee only. It may contain information that is privileged, confidential, and exempt from disclosure. If the reader of this quotation is not the intended recipient, or an employee or agent responsible for delivering the quotation to the intended recipient, you are hereby notified that a dissemination, distribution or copying of this quotation is strictly prohibited. If you have received this quotation in error, please notify us immediately by telephone and return the original quotation to us by mail. Thank you.

OPEN TEXT

The Content Experts

TO
Guam Public Library

From
Open Text Corporation
Unit F 9/F China Overseas Building
139 Hennessy Road
Hong Kong

Attn: Joseph Baza
Tel: 671-646-2007

Ricky Lai
Tel: +852-2863-6622

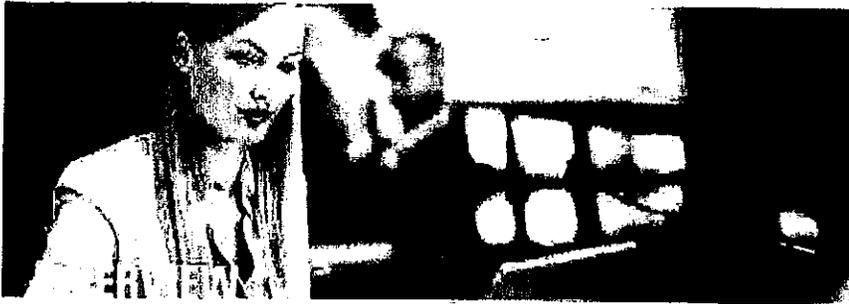
Date: 18 Mar, 2009

Ref: AL-GPL-18032009-01

Quotation

Item	Part #	Product description	QTY	Unit MSLP (USD)	Total (USD)
		Part I – Upgrade existing Alchemy Gold to latest V8.3			
1	3410007-10	Upgrade Now for Alchemy Gold	2	1,195	2,390
		<i>Upgrade 2 copies of Alchemy Gold and Scan</i> Alchemy Gold Single Build G001-21029-460 Scan &SCN-20748-524 Alchemy Gold Build R7.4 G001-33256-572 Alchemy Gold Scan R7.4 &SCN-24742-393			
		Part II – Add new Alchemy Server			
2	3400001-11	Alchemy Standard Server V8.3	1	4000	4000
		Alchemy Standard Server is the basis for fixed content management applications such as imaging and COLD. The license includes one Standard Server license with integrated Windows security.			
3	3450001-00	Alchemy Web	1	3,500	3,500
		The middleware services layer that publishes Alchemy repositories to the Internet. Includes and unlimited number of web processes. Requires the Alchemy Standard or Advanced server, and Alchemy Search user access licenses.			
4	3450021-00	Alchemy Web Viewer Extension	1	2,000	2,000
		Converts documents to Web-native formats to provide universal viewing support for over 200 file formats.			
5	3450037-00	Alchemy Search Client – 1-5 Searchers	5	900	4,500
		For content consumers. Users have read-only access to Alchemy repositories. There are two types of Search clients – a Windows desktop client and an Internet Explorer client for Web access. Licenses allow for access using both types of clients on one Alchemy Server. Web access also requires a Alchemy Web license (see below).			
		Cont'd next page			

Unit F, 9/F China Overseas Building, 139 Hennessy Road, Wan Chai, Hong Kong
Phone: +852-28248223 Fax: +852-28636677



Captaris
Alchemy

ABOUT CAPTARIS, INC.

Captaris, Inc. is a leading provider of software products that automate business processes, manage documents electronically and provide efficient information delivery. Our product suite of Captaris RightFax[®], Captaris Workflow[™] and Captaris Alchemy is distributed through a global network of leading technology partners. We have customers in financial services, healthcare, government and many other industries, and our products are installed in all of the Fortune 100 and many Global 2000 companies. Headquartered in Bellevue, Washington, Captaris was founded in 1982 and is publicly traded on the NASDAQ Global Market under the symbol CAPA. For more information, please visit www.Captaris.com.

Alchemy is Represented by:

©2007 All rights reserved. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language in any form by any means without the written permission of Captaris. The following are registered trademarks and trademarks of Captaris: Captaris, Alchemy, RightFax and Captaris Workflow. All other brand names and trademarks are the property of their respective owners. MC0010161 FC0007

Captaris[®] Alchemy[®] 8.2 Product Configuration Guide

The Alchemy product suite has several features and options available to build the solution that fits you best. Start by selecting a server, then pick the clients, input modules and server options. Special configurations are also available for service bureaus, small offices and workflow applications, as noted.

ALCHEMY CONTENT MANAGEMENT SERVERS

- The Alchemy Advanced Server is the basis for applications requiring integrated document management, records management, and compliance, along with archive management. Advanced Server licenses are available and include Library Services, Audit Logging, Role-based Access Control and the Standard Server functionality.
- The Alchemy Standard Server is the basis for archiving applications such as imaging and computer report archiving.
- End-user client programs come in a variety of flexible options to meet diverse needs.
- **For content contributors** The Index Station allows users to add, annotate, index and view documents and is ideal for imaging and workflow applications. The Document Management Client is an add-on to Microsoft[®] Office applications (Microsoft Office Word, Microsoft Office Excel[®], Microsoft Office PowerPoint[®], and Microsoft Office Outlook[®]) that adds document and records management functionality and repository access. It requires the Alchemy Advanced Server.
- **For content consumers** The Alchemy Search Client is for content consumers, providing read-only access to Alchemy repositories on a LAN/WAN or on portable optical discs such as CD or DVD. There are two types of search clients, a Windows desktop client to view repositories on a LAN/WAN or on portable optical discs such as CD or DVD and an Internet Explorer client for Web access. Search client licenses allow for access using both types of clients on the same Alchemy Server. Web access also requires the Alchemy Web license.

ALCHEMY INPUT MODULES

- **Alchemy Scan** captures paper documents into an Alchemy repository using a wide range of scanners; includes advanced OCR for full-text OCR or zone OCR; includes bar codes recognition; requires an Alchemy Administrator or Index Station license
- **DataGrabber** development license to write definition files to import large ASCII or EBCDIC computer output files into an Alchemy repository; includes the Runtime license for same workstation; requires an Alchemy Administrator license; DataGrabber Runtime is the license needed to run predefined definition files within Alchemy Administrator.
- **Exchange Archive Link** a "back-office" archiving server that captures emails from one or more Microsoft Exchange Servers and stores them into Alchemy repositories; The server license includes one Alchemy Standard Server license and one Administrator license.
- PDF, CAD file and Windows Explorer drag-and-drop input are available with the Alchemy Administrator or Index Station.
- Microsoft Office document input is available with the Document Management add-on, Alchemy Administrator or Index Station.

ALCHEMY SERVER OPTIONS

- **Alchemy Web** the middleware services layer that publishes Alchemy repositories to the Internet using an Internet Explorer browser for access; requires the Alchemy Standard or Advanced Server and Alchemy Search client access licenses
- **Alchemy Records Manager** for records managers to create and manage record file plans and retention schedules that are applied to content stored in Alchemy repositories, as well as physical files and electronic files stored on the Windows file system; requires the Alchemy Advanced Server
- **Database Encryption Module** adds an additional layer of very high security to Alchemy repositories by using a 256 byte Blowfish based security algorithm; requires the Alchemy Standard or Advanced Server

INTEGRATION SOLUTIONS FOR SOFTWARE DEVELOPERS

- The Alchemy Software Development Kit (SDK) includes documentation and code samples to assist developers in writing custom Windows-based solutions using the rich and extensive Alchemy APIs. Popular uses include integrating repository content or client functionality into other Windows applications, as well as creating custom interfaces for vertical applications.
- The Alchemy Web Engine Platform is an XML-based, Web Services-compliant and scalable development platform. Popular uses include integrating repository content into Web portals or other Internet applications.

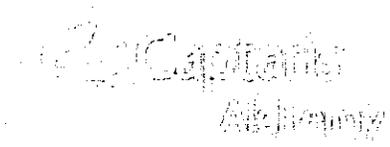
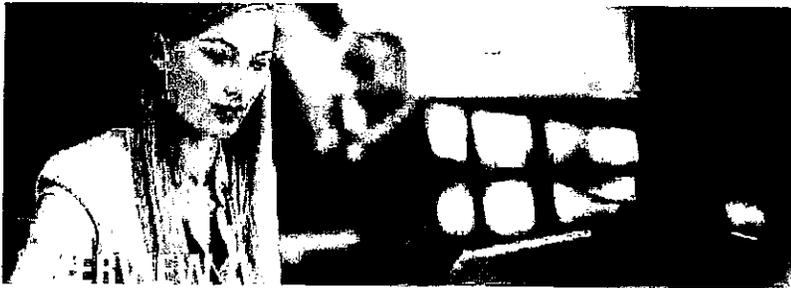
SERVICE BUREAU SOLUTIONS

Alchemy Pro is a special annual and renewable license for imaging, Computer report archiving and COM bureaus. It includes the Alchemy Standard Server and the required number of Alchemy Administrator licenses. The Pro license can be expanded with Alchemy Scan, DataGrabber, Index Stations and the Alchemy Web module. Bureaus are licensed to distribute the data and the Alchemy Search client for Windows on CD or DVD.

FEATURES AND OPTIONS	ADVANCED SERVER	STANDARD SERVER	GOLD
Create and manage repositories	X	X	X
Archive any file type	X	X	X
Full text indexing and retrieval	X	X	X
Search engine	X	X	X
Standard document viewer package	X	X	X
CD/DVD archive and publishing	X	X	X
Email document as attachment	X	X	X
PDF indexing and viewing	X	X	X
CAD file indexing and viewing (DWG, DXF, DGN)	X	X	X
Alchemy SDK (optional)	X	X	X
Alchemy Scan imaging module (optional)	X	X	X
DataGrabber computer report archiving input module (optional)	X	X	X
Alchemy Search client for Windows (optional)	X	X	X
Supports multi-user consumer access	X	X	X
Supports multi-user contributor access	X	X	
Microsoft Management Console	X	X	
Integrated Windows security	X	X	
Web access to browse, search and add files (optional)	X	X	
Index Station (optional)	X	X	
Exchange email archiving module (optional)	X	X	
Database encryption (optional)	X	X	
Web Engine Platform (optional)	X	X	
Library Services (checkin/checkout/version control)	X		
Audit Logging	X		
Role-based Access control	X		
SQL Server integration	X		
Document Management Client for Microsoft Office (optional)	X		
Records Manager application (optional)	X		

CLASSIC STAND-ALONE SOLUTIONS

Alchemy Gold is the original "electronic file cabinet," managing simple imaging and computer report archiving applications without a server. It is ideal for small offices where one person handles the input and repository management tasks, with read-only access by a small Windows workgroup. The Gold license includes one Administrator (formerly called "Build") and one Windows Search license. Gold can be expanded with an Alchemy Scan or DataGrabber module, or additional Search licenses.



FEATURES AT A GLANCE

- **Advanced Server** for records management and integrated document management applications
- **Standard Server** for imaging, email archiving and computer report archiving applications
- **Web server** option for Internet access to repositories
- **Records Manager** option
- **Database Encryption** option for highest data security

FOR MORE INFORMATION

Captaris sales representatives are eager to answer your questions and recommend solutions that can help meet your specific needs. If you are interested in finding more information about Captaris solutions, locate the product sales representative for your region.

- Africa, Middle East and India:
+ 971 439 002 80
- Asia: + 852 282 482 23
- Australia and New Zealand:
+ 61 293 151 111
- Benelux and Nordics:
+ 31 347 324 212
- Central Europe: + 49 171 496 0869
- Eastern Europe: + 44 796 072 8653
- Japan and Korea: + 1 303 570 7896
- Latin America: + 1 520 320 7094
- Southern Europe: + 31 347 324 201
- United Kingdom, Ireland and Israel:
+44 1296 621 100

Captaris, Inc. is a leading provider of software products that automate business processes, manage documents electronically and provide efficient information delivery. The products of Captaris and its subsidiary Castelle, including Captaris RightFax[®], Captaris Workflow[™], Captaris Alchemy and the Castelle FaxPress line of products, are distributed through a global network of leading technology partners. We have customers in financial services, healthcare, government and many other industries, and our products are installed in all of the Fortune 100 and many Global 2000 companies. Headquartered in Bellevue, Washington, Captaris was founded in 1982 and is publicly traded on the NASDAQ Global Market under the symbol CAPA. For more information, please visit www.Captaris.com/International.

Captaris[®] Alchemy[®] Server Family

Provides Centralized Management Services and Control for Alchemy Repositories

The **Alchemy Server** family provides repository management functionality including access control, backup, library service functions and management of all content objects/metadata. All server components reside on a Windows Server.

There are two main server configurations: Standard and Advanced. Both servers provide the functionality for:

- Managing a large number of repositories located on diverse storage options
- Managing a large number of user connections
- Managing input module and client licenses
- Windows security integration
- Hot backup, SMS support and remote administration
- Hosting the Exchange Archive Link for Alchemy input module

The **Standard Server** is the basis for classic fixed content management applications such as imaging, email archiving and computer report archiving which includes the functionality just listed. Administrator licenses are available.

The **Advanced Server** is the basis for applications requiring integrated document management and records management. It includes server-side functions which are important in controlling and auditing document access for compliance purposes, in order to support applications requiring integrated document management and records management. The license includes:

- Library Services (check-in, check-out, and version control)
- Audit Logging
- Role-based Access Control (RBAC)
- Support for the optional Alchemy Records Manager module
- And the Standard Server functionality

The Audit Logging feature tracks user activities in Alchemy repositories. The administrator can configure the user actions or events that should be logged. This information can be used to generate reports using standard reporting software such as Crystal Reports. This capability is extremely helpful in compliance or audit scenarios, where it is important to show which users performed what actions on a given document or database.

RBAC gives the system administrator control over 140 unique end-user functions in Alchemy clients. For example, an employee in an Accounts Payable department needs to find and read contracts or purchase orders but should not be able to print, email, extract, copy or annotate the documents. RBAC can control that.

The **Alchemy Web** server option can be added to a Standard or Advanced Server. The Alchemy Records Manager option can be added to the Advanced Server. See the respective data sheets for more information.

The **Database Encryption** option encrypts repositories with a very high level of encryption and is recommended for applications where sensitive content is distributed outside the server on CD/DVD.

Alchemy is Represented by: