



**INSTITUTE of  
Museum and Library  
SERVICES**

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

Date of Award July 16, 2009

<b>Awardee Name and Address</b> Guam Public Library  254 Martyr Street Hagatna, GU 96910	<b>LSTA State Grants</b>
	SP Pacific
	<b>Award Number</b> LS-01-09-0060-09
<b>Authorizing Official</b> Felix Camacho Guam Public Library System PO Box 2950 Hagatna, GU 96932	<b>Award Period</b>  From July 01, 2009 To September 30, 2010
<b>Project Director</b> Sandra Stanley 254 Martyr Street Hagatna, GU 96910-5141	<b>Total Award Amount</b> \$ 41,982.00  07/15/2009 \$41,982.00 Original Award
<b>Basic Award Information</b>  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	
<b>IMLS Authorizing Official</b>  Signature <i>Laurie C Brooks</i>	<b>Name and Title</b> Laurie C. Brooks Associate Deputy Director for State Programs
<b>Accounting code:</b>  CFDA Number: 45.310	<b>TIN No. - 980018947</b> <b>DUNS No. - 778904292</b>



**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.**

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

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

**FACE SHEET**

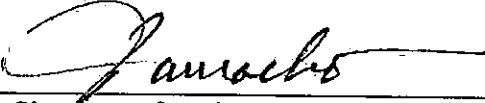
1. Name of person responsible for grant project ▶ Mrs. Sandra M. Stanley  
▶ (Alternate during absence: Jacqueline "Jackie" T. Florig)
2. E-mail address ▶ sandra.stanley@gpls.guam.gov  
▶ (Jackie Florig's email: jackie.florig@gpls.guam.gov)
3. Business Phone ▶ (671) 475-4753 or (671) 475-4754 (Jackie 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
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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.*

<b>Who are the Program influencers?</b>	<b>What do they want to know?</b>
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.

<b>Inputs</b>	<b>Activities</b>	<b>Services</b>	<b>Outputs</b>
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><b>1. Purchase software and other equipment, supplies.</b> 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><b>2. Training.</b> 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><b>3. Installation.</b> 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><b>4. Develop a Plan and Assessment.</b> 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 &amp; 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><b>5. Coordination of processing and implementation of plan.</b> 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>																		
<b>TOTAL FOR OBJECTIVE A</b>																		\$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) 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.																	
<b>TOTAL FOR OBJECTIVE B</b>																	\$0.00
<b>TOTAL ALL OBJECTIVES</b>																	\$30,000.00
Administrative Costs																	\$0.00
<b>TOTAL ALL COSTS</b>																	\$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>		
<b>Direct Costs</b>	<b>IMLS</b>	<b>Match (**)</b>	<b>Total</b>
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>
<b>Total Direct Costs</b>	<b><u>\$30,000.00</u></b>	<u>                    </u>	<b><u>\$30,000.00</u></b>
<b>Total Costs</b>	<b><u>\$30,000.00</u></b>	<u>                    </u>	<b><u>\$30,000.00</u></b>
<b>Amount of Cash Match (**)</b>		<b><u>\$0.00</u></b>	
<b>Value of In-Kind Contributions (**)</b>		<b><u>\$0.00</u></b>	
<b>TOTAL Cash Match + In-kind (**)</b>		<b><u>\$0.00</u></b>	
<b>TOTAL AMOUNT REQUESTED FROM IMLS</b>			<b><u>\$30,000.00</u></b>
<b>TOTAL AMOUNT FOR PROJECT</b>			<b><u>\$30,000.00</u></b>

\* 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**

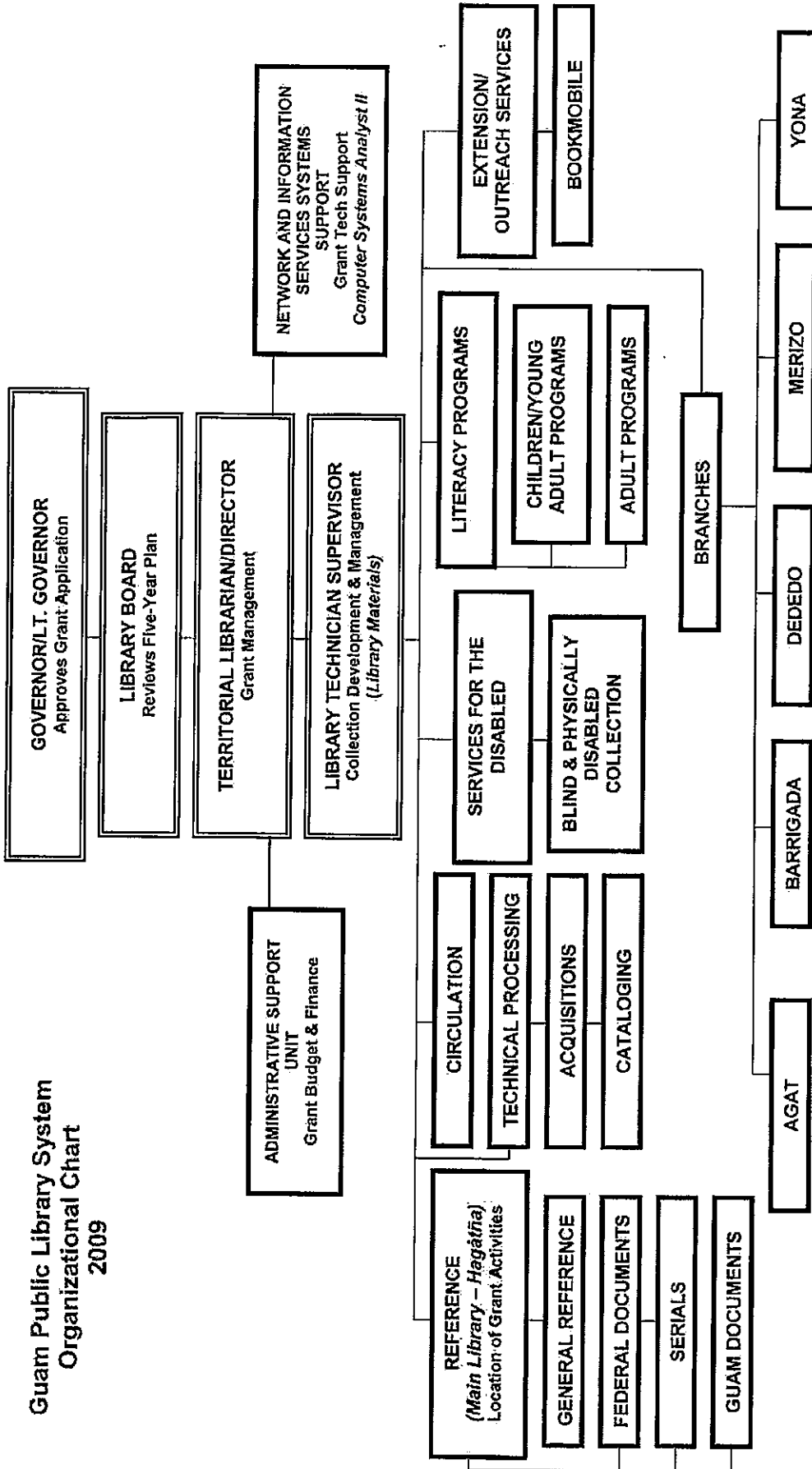
**Total Indirect Costs: \$0.00**

**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.

