

# Materials, Services, Facilities and Technology Fee Fiscal Year 2018-2019 Budget Request Form

**DUE: Friday, January 19, 2018**

If you have questions about this form, please contact Gina Matibag at (805) 437-3320  
For additional information please consult the MSFT web page

## ▼ Application

### Project or Activity Title

Digitizing Maps of Santa Rosa Island

### Requestor

Matthew Cook

### Requestor Phone Number

8054373653

### Requestor Email

matthew.cook@csuci.edu

### Amount of MSFT Funding Requested

26514.99

### Date Funding Needed by

July 1, 2018

### Are you a member of the Division of Student Affairs?

- ☒ No  
☐ Yes

### Please select your AVP/Dean

Wallace, Amy E - Dean Library & AVP Cont. Improvement

### Will you receive funds from any other source(s)?

- ☐ No  
☒ Yes

### Please detail amount requesting from other source(s) as well as your total request for fiscal year 2018 - 2019 (including request from MSFT)

We will receive support from the National Park Service who has pledged to purchase supplies to assist us with the project. Details on this will be found in the narrative, but we do not have a firm figure on this yet.

### Has this project or activity previously received MSFT funding?

- ☒ No  
☐ Yes

Please describe how the use of MSFT funds for this project or activity will benefit the CI student body.

Please provide the following in your application. You may attach additional files as needed (applicants may be requested to meet with the committee to discuss proposals)

1. **Brief Project Description**

Describe the project and its benefits to the educational or co-curricular experience of students at CI. Please provide specific information about how MSFT funds will be used and their impact on the campus. Please describe how this project benefits CI students? Please describe items and provide justification if your request includes the purchase of computers, equipment, furniture or other materials. Please provide a timeline for implementation of the proposed project. If physical improvements are requested please describe need, scope and impact of work to be completed. If the project includes provision of services please indicate the type of service, personnel costs and level or quantity of service to be provided with project funds.

2. **Project/Activity Budget**

Please enclose a complete detailed budget of the entire project. Indicate specific items of requested MSFT funding including (where applicable) a schedule and priority of project items to be considered if the project is funded at a reduced level. Were other, less costly, approaches considered when preparing the budget for the project? Are there elements that could be eliminated or deferred if funding is not available for the entire project?

3. **Project Assessment**

Describe how the effectiveness of the project will be assessed and measures that will be used to determine if it has attained its objectives. Please note a report will be due at the end of the semester (or fiscal year for annual projects). If funded, how will the project acknowledge the use of student funds so that students are aware that their student fees made (or helped to make) it possible? If appropriate, indicate how the project or activity promotes sustainability at CI.

4. **Sources of Project Support**

Please list the other sources of funding, and additional support for the activity. If this project or activity has been conducted previously please indicate how it was funded. Please explain if MSFT is the only source of support for the project.

**Brief Project Description**

BRIEF PROJECT DESCRIPTION

The Unique Collections Department (<https://library.csuci.edu/collections/>) of the John Spoor Broome Library is applying for \$25,514.99 from the Materials, Services, Facilities, and Technology Committee (MSFT) to support our ongoing mission to provide hard to find, difficult to serve, rare, but important research resources to the CI community and the world at large. If funded, we will use MSFT monies to purchase a large format scanner which we immediately employ to digitize a number of maps from the National Park Service (NPS). Due to their size and fragility, and the fact that the NPS lacks resources to staff a research center for public access, these maps are not readily available to researchers. The maps we intend to scan are of the Channel Islands and will benefit our students and faculty across the university as we continue to take full advantage of the island as a research experience.

The John Spoor Broome is a digital teaching library at California State University Channel Island. At unique collections, the guiding light is use, and we have partnered with Student Research (<http://www.cistudentresearch.com/>) among others to ensure that faculty and students are aware of our research resources. Further, we have actively promoted digitization as a tool to eliminate issues with access. Thus, the majority of our current work revolves around converting analog documents into digital ones. Over the last five years, we've created over 500,000 accessible digital representations of research materials focus on inter-disciplinary, international, and multi-cultural themes. Highlights include the 'zine Collection, the Bracero Oral Histories, the Jane Tolmoch Political Memorabilia Collection (<https://tinyurl.com/ycm7odu3>), and the Ventura County Commission on Women Collection.

Currently, the university is attempting to fully integrate and utilize Santa Rosa Island and our Research Center there into our curriculum and the learning experiences of our students and faculty. The mission of our Research Station is, "We provide

students, faculty, researchers, and our local community with the resources and opportunities to engage in natural and cultural resource based research and education via a partnership between the US National Park Service (NPS) and CSU Channel Islands." We believe that this digitization project will assist in the realization of the mission.

For instance, we will partner with NPS who is in possession of map collection. Laura Kirn at NPS is an advocate for this grant and has helped us explore possible scanners. Because these maps are oversized, they will need to be temporarily encapsulated in a protective polyester film called Mylar. The Mylar sleeve will protect the original document as it is pulled through the scanner which can put the document at risk. Rather than shy from the potential damage, Kirn via e-mail replies, "Very do-able, and we could certainly go the Mylar envelope route at Gov't expense. I heartily support this\*." Thus, preservation concerns are met AND the NPS is willing to pay for the Mylar encapsulation.

Other supporters include Drs. Jennifer Perry and Colleen Delaney in CI's Anthropology Department. It was these two faculty that contacted Unique Collections since they have employed the originals in the course of their research. They believe that if they had digital versions of the only map resources of Santa Rosa Island in Ventura County, then they and their students could better prepare for site digs and other research related activities. Further, if the maps are in a digital version, then they

can be sources for projects such as overlays and other digital manipulations than make the maps more useful, engaging, and valuable. They simply need to be converted from an analog paper document into a digital one.

**Brief Project Description Additional Documents**

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**Project/Activity Budget**

See attached.

**Project/Activity Budget Additional Documents**

[MSFT 18 UnColl.xlsx](#)

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**Project Assessment**

The project will require about a year, based on our testing and benchmarking exercises. During that time, we will transport a small section of maps from NPS to CI where the two student technicians will prepare the maps, scan them, record metadata (title, coordinates, etc.), prepare the digital file (Unique Collections employs standard file types to ensure universal access), and place the digital resource in our Institutional Repository. We will repeat this process until the entire collection is digitized. Our assessment will focus on the completion of this process for all 700 plus maps. If we are successful, we will have a new digital resource to support research and strengthen CI's relationship with NPS and Santa Rosa Island.

**SUSTAINABILITY**

As noted, the window of the project is brief. However, the equipment will last for far longer which we will employ on any number of digitization projects going forward. For instance, the Broome Library has a large collection of architectural drawings associated with the university and hospital history. Further, we also have maps of CI, Camarillo, and Ventura County. As we regularly do, we would establish priorities and determine which oversize materials will best support our faculty and students, and then continue to employ the equipment to create accessible content of over-sized and hard to serve materials. Thus, this one-time grant will sustain our efforts to digitize large materials, such as student research posters, for a generation.

**Project Assessment Additional Documents**

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**Sources of Project Support**

The NPS will contribute funds to pay for the purchase of Mylar, which we will employ to protect the originals. Additionally, the Unique Collections Department will act as the responsible agent for digital content. In addition to the Head of Unique Collections, the department has one full time staff member, our Digital Resources Coordinator, who manages and oversees all digitization efforts, and another part time staff member that reports to that Coordinator. Their work to oversee and manage the project will be covered by the Broome Library.

**Sources of Project Support Additional Documents**

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**Fiscal Management:**

Project sponsor's unit or department may be responsible for incurred over and above what is funded through the MSFT. If support is requested for costs beyond initial award, or for use on activities or materials not included in approved proposals, the project sponsor must seek approval from the MSFT committee. The project sponsor will be responsible for managing purchases and transfers of funds related to approved projects.

Please review MSFT web page for information about the fund and its objectives before submitting your application.



Matthew Cook

Jan 19 2018

▼ AVP/Dean Review



I approve of this MSFT Fee Application



Amy Wallace

Jan 19 2018