

State Library Division

**Policy Defining the
Use of LSTA Funds for the
Digitization of Information Resources in Utah**
(June 2003)

Funds are available to Utah libraries through *Library Services and Technology Act* (LSTA) subgrants for projects that will build the Mountain West Digital Library. This policy exists to extend the benefits of limited federal dollars available for digitization to the largest audience in a way that efficiently builds broadly useful, enduring, technically sound digital information resources for the future. Qualified libraries and their potential partners (cultural heritage institutions such as archives, historical societies, and museums) applying for an LSTA grant for digitization must have consulted with a designated regional digitization center supporting the Mountain West Digital Library,* and must have done the following:

1. Obtained a judgement from the staff that one or more of the content criteria, and all selection criteria for inclusion in the Mountain West Digital Library have been met.**
2. Established with the staff a total estimated cost for the project.
3. Reached a tentative understanding with the regional digitization center for the accomplishment of the project, according to organizational procedures and technical standards specified by the center.

Grant applications for digitization projects must include information summarizing each of these steps taken in consultation with the regional digitization center, including the specific content and selection criteria met by the information to be digitized, and relevant details on accomplishing the project. The total estimated costs of the project will be used by the applicant library in establishing the grant amount requested.

Recommendations and funding decisions regarding specific grant requests will be made independently by the Utah LSTA Advisory Council, the Utah State Library Board, and the State Library Division. Judgements rendered by regional digitization center staff will be taken into account in the process. Positive judgements, however, by regional digitization centers regarding content and selection criteria cannot guarantee the funding of any given grant request. Each application will be judged on its merits in competition with the other requests considered in the LSTA grant round.

LSTA grants for the purchase of either hardware or software used to digitize information resources will be awarded only to those applicant libraries directly associated with the Mountain West Digital Library as a designated regional digitization center.

* Regional digitization centers are associated with the following Utah Academic Library Consortium (UALC) members: Merrill Library, Utah State University, Logan; Marriott Library, University of Utah, Salt Lake City; Lee Library, Brigham Young University, Provo; and Sherratt Library, Southern Utah University, Cedar City. Contact information for each regional center is available at the Mountain West Digital Library website at <http://www.lib.utah.edu/digital/mwd/about.html>.

**For the "Content Development Policy and Guidelines," which contain the content and selection criteria, see the Mountain West Digital Library website.