

Request for Quote for Microfilm Digitization Services

Danville Public Library
319 N. Vermilion St. Danville, IL 61832

Summary

Danville Public Library is seeking quotes from qualified entities to digitalize its collection of local newspapers captured on microfilm. This service should also include hosting of the digitized media and a web portal that is accessible to library staff and patrons.

Background

Danville Public Library (DPL) serves the residents of the City of Danville, situated in east central Illinois with a population of 33,027 (2010 US Census). The mission of the library is to connect the community with knowledge, information, and culture. DPL provides the following services for the community:

- **Collections of physical items** that may be used within the library or borrowed: books, graphic novels, music CDs, audiobooks, DVDs, Blu-rays, themed kits
- Website access to **collections of digital items** that may be borrowed: ebooks, graphic novels, music, audiobooks, movies, TV shows
- Website access to **databases for research or classes**: financial, news, genealogy, legal forms, auto repair, online classes, college test prep, student research
- **Community engagement** through library fairs on homelessness, local authors and writing, ComicCon; participation in community fairs and events (e.g. Balloons Over Vermilion); partnerships with other organizations (e.g. Vermilion Valley Reading Council, Saturday Morning Summer Sounds and Farmers Market, University of Illinois Extension Office)
- **Programs** to expand literacy skills, explore a topic, share an interest, or make something: Genealogy club, storytimes, book clubs, teen DIY craft workshops, basic computer skills
- **Special events**: Interactive experiences, PotterFest, holiday themed parties for kids
- **Digital Marketing**: DPL uses the website, Facebook (<https://www.facebook.com/pages/Danville-Public-Library/151427611620146>), Twitter and email for most digital communications of our services.
- **Community spaces**: Multiple meeting rooms are available for organizations and groups of all sizes for meetings and events. Individuals and smaller groups have access to study rooms for study, work on the road, writing, or tutoring.

Audience

We are targeting the following types of users for this service:

- Current library users
- Prospective library users
- Staff performing research on behalf of library users

Generally speaking, visitors to the portal will range from the tech savvy to those who are not so comfortable with technology, so the portal needs to be easily navigable and usable by users of all technical abilities.

The library wants users to have a consistently excellent experience when interacting directly with staff in the reference department at the physical library, but equally important is allowing for a satisfying online “do it yourself” experience through the portal.

Project Scope

The library stores 1,136 rolls of microfilm. This includes ten collections of individual newspapers that existed at one time in Danville. The eleventh collection is comprised of the remaining Danville newspaper currently in print, the Commercial News. These rolls are organized by decades, starting with the 1860's, and comprise the vast majority of the collection.

Digitization of the microfilm is important due to tearing, rubbing, and degradation due to chemical breakdown of microfilm.

Though we offer many reference services, genealogy research retains the majority of our requests, both locally and from out of state. As such, staff may take twenty to ninety minutes on a request for a single obituary, due to having to search through reels of film. The patron may have to wait up to 8-14 days to receive a response to their request. These timelines expand significantly for other research such as a murder trial, which generally will include three phases of newspaper reporting: 1) the murder itself, the arrest, and arraignment; 2) the actual trial, plus any pretrial motions or delays (if our researcher can find clues that give dates for any of these); and 3) sentencing. Having a web portal that will allow for word searches and is accessible to staff in the library and patrons at home, both locally and out of state, reduces the time for staff and response for patrons exponentially. It also allows for out of state patrons to conduct their own research, something that is impossible without a trip into the physical library building.

It allows a patron researching a local organization, government office or business to do a broad search that is more easily narrowed.

Priorities

1. Clear and Accurate Scans: Scans should be high quality and legible.
2. Availability: Microfilm should be accessible by patrons inside and outside the Library 24/7.
3. Easy to Use: Microfilm database should be easy to navigate for untrained users.
4. Searchable: OCR combined with a search functionality should allow fast research.
5. Preservation: Backups and proper handling of archives during the scanning and transport of materials.

Project Requirements

1. Scanned reels are uploaded by the vendor into an online database that can be accessed by patrons inside/outside the library 24/7.
2. Reels are scanned with OCR software to convert the newspapers into text-searchable documents.
3. Searching ability with tools to filter by date, publication, etc.

Additional/Optional Features

1. The online database of scanned microfilm is hosted by the vendor themselves and does not require using our own IT infrastructure.
2. Scanned reels are in a "common" format that doesn't require specialized software to view (ex. PDF, TIFF or JPG)
3. IP address filtering to allow copyrighted material to continue to be accessed from inside the Library.

4. Easy to use interface that allows users to scroll through a whole reel in case they don't know which page they want.
5. Hard drives of the scanned material sent to the Library to keep for backup in case the online database fails.
6. Online database is accessible by PCs, smartphones, tablets, and laptops without specialized software.
7. Non-destructive scanning of the reels

Timeline

Library Issues RFQ: May 19, 2023

Deadline for Submission: June 2, 2023 12:00 p.m. (noon, CDT)

Recommendation to the Board: June 20, 2023

Work begins: June 21, 2023 or soon thereafter

Project deadline: Ideally 6-12 months after start date, but we understand this may need to be extended

Evaluation Criteria

Selection of a microfilm digitization service provider(s) will be based on which is most aligned with the goals of the library. Important factors will include:

- Demonstrated experience and qualifications in microfilm digitation and content hosting;
- Experience working with public libraries/public sector;
- The proposed cost for the services;
- The availability and capacity of the consultant to perform the services in a timely manner;
- The availability of the consultant to meet with library staff during the development phase (can be done over the phone/virtually);
- The ability of the vendor to provide documentation and training to our technical staff.

Proposal Requirements

Provide the following information:

- Summary of your company's experience;
- Which elements are included in the work you propose to do;
- Details of elements you may outsource;
- Your pricing mechanism (e.g. fixed bid, estimate, bill by hour) and billing intervals, if any, for maintenance;
- Work sample portfolio, including libraries your firm has worked with and their digitization portals that are most relevant to this project. Include the client company name, phone number, contact name, type of work you performed, date of project completion, and the client website URL;
- Availability and cost of additional design, user training, site modification, and custom programming post- rollout of the redesign.

The library may request additional data, discussions, or presentations in support of the responses to the received RFQ in addition to or in further clarification of the submittals.

The library may contact any proposer under consideration to confirm or clarify any information provided or to collect more evidence of skills and abilities as needed to evaluate responses.

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Submissions

Please send your proposal via email as a pdf on or before June 2, 2023 12:00 pm (noon, CDT) to: Jennifer Hess, jhess@danvillepubliclibrary.org and Joshua Pryle, jpryle@danvillepubliclibrary.org.

Please direct any questions, in writing, to Jennifer Hess, jhess@danvillepubliclibrary.org on or before June 2, 2023. All questions will be responded to via email and posted on the library's website.