ARLIS Cataloging Librarian I Funding Extension Proposal

for completion of the
EVOS Special Collection Cataloging Project

August 18, 2107

PROPOSAL SUMMARY

In June 2016, the EVOS Trustee Council began funding support for a Cataloging Librarian I to assist with processing the backlog of EVOS-related materials, and meeting the ongoing information and research needs of the Trustee Council staff, Public Advisory Committee, researchers, and the general public.

The original RSA provided $73,106 for this purpose. To date, this funding has supported a part-time cataloger (.25-.5 FTE); $39,198 (53%) of the funding remains. Authority to expend these funds has expired as of June 30, 2017, and the funds are not able to be extended.

Work completed includes creating catalog records to improve access to ARLIS's collection of Shoreline Surveys 1989-1992 and its collection of EVOS-related videos. Additional work is required to fully catalog several previously uncataloged collections, update old catalog records to meet the current standard, and complete the establishment of the EVOS Special Collection at ARLIS. Information and research needs of the Trustee Council staff, Public Advisory Committee, researchers and the general public are ongoing.

We would like to contract a full time cataloging librarian for one year of full-time work toward completion of these goals, and propose to extend funding to cover that cost. Funds are requested to be available beginning December 1, 2017 through the end of FY18.

PROPOSAL DETAILS

Need:

As we look to the eventual sunset of the EVOSTC activity, ARLIS intends to catalog and make accessible all items in its collection relating to the *Exxon Valdez* oil spill. It is imperative that this information is organized and accessible to researchers, students and historians in the future. ARLIS proposes to supplement the remaining funds to a level that will allow this project to be the focus for one year of a qualified full time cataloging librarian working as a contract employee.

Background:

Alaska Resources Library and Information Services (ARLIS, www.arlis.org), is a special library focusing on the natural and cultural resources of Alaska and arctic areas. Established in 1997 and located on the campus of the University of Alaska Anchorage, ARLIS is an innovative partnership of state, federal and university entities whose primary purpose is to meet the information needs of its founding agencies: the Alaska Department of Fish and Game, *Exxon Valdez* Oil Spill Trustee Council, U.S. Bureau of Land Management, U.S. Bureau of Ocean Energy Management, U.S. Fish and Wildlife Service, U.S. National Park Service, U.S. Geological Survey and University of Alaska Anchorage. ARLIS is open to the public and also serves the university community, non-profit organizations and the private sector. ARLIS is directed by the ARLIS Management Team, which is responsible to the ARLIS Founders Board. The Board consists of directors from the above founding agencies.

ARLIS serves as the EVOSTC repository for EVOS-related materials and has housed this collection since the Trustee Council's Oil Spill Public Information Center became part of ARLIS in 1997. ARLIS also maintains the EVOSTC Public Record and public versions of the administrative records of the Restoration Planning Work Group (RPWG) and Restoration Plan Final Environmental Impact Statement (FEIS).

Scope of Work:

The ARLIS cataloging librarian will assist with processing the backlog of EVOS-related materials, and meeting the ongoing information and research needs of the Trustee Council staff, Public Advisory Committee, researchers, and the general public. The work will include creating catalog records to improve access to ARLIS's collection of uncataloged EVOS-related materials, which currently occupy several ranges of shelving. Work will also include continuing set up of a special collection to house these items, to improve organization and accessibility and to ensure long-term preservation of this information, accomplishing a large portion of the long range goal of completing the EVOS collection at ARLIS. Additionally, this contract will support reference services to meet the ongoing information and research needs of the Trustee Council staff, Public Advisory Committee, researchers, and the general public.

Final Deliverables:

- Establishment of the EVOS Special Collection at ARLIS, including cataloging of previously uncataloged EVOS-related items.
- Finding aids created as needed for these collections, with increased accessibility to all items/information this collection holds.
- Reference services to meet the ongoing information and research needs of the Trustee Council staff, Public Advisory Committee, researchers, and the general public.

<u>Budget</u>:

ARLIS is requesting a total of $68,016, calculated as follows:

1950 hours Cataloging Librarian I time @ $32/hr		$	**62,400**
Current funding in place (will revert back to EVOSTC)		39,198	
Needed to supplement for 1.0 FTE		23,202	
9% GA on total of 62,400			**5,616**
Total requested:	**Not to exceed**	**$**	**68,016**

Budget history:

Currently, there is $39,198 remaining from the previously allocated funding for this purpose. To bring this up to the level necessary to cover one full year of funding ($68,016), an additional $28,818, including GA is requested**.**