

**Society of American Archivists
Committee on Public Policy**

**Reference Document on the
Institute for Museum of Library Services**

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BACKGROUND

On September 30, 1996, President Clinton signed the Museum and Library Services Act of 1996, establishing the Institute of Museum and Library Services. The new agency combined the Institute of Museum Services, which had been in existence since 1976, and the Library Programs Office, which had been part of the Department of Education since 1956.

On September 25, 2003, President Bush signed into law the Museum and Library Services Act of 2003. The law added authorization to identify national needs and analyze impacts of library, museum, and information services.

On December 22, 2010, President Obama signed into law the Museum and Library Services Act of 2010. The law added responsibility for advising the President and Congress on library, museum, and information services policy and enhanced the agency's federal partnership role. In addition, the law underscored the role of libraries and museums in meeting the essential information, education, research, economic, cultural, and civic needs of the people of the United States.

The 2010 law reauthorizing IMLS recognizes that U.S. libraries and museums are powerful national assets with capacity that must be developed and fully used to enhance economic development and lifelong learning. The law recognizes IMLS's role as a partner with other federal agencies to enlist libraries and museums in achieving important policy outcomes in education, cultural preservation, early learning, and workforce development.

IMLS supports library and museum services in the United States by:

- administering grant programs including population-based state formula grants for libraries, peer-reviewed competitive discretionary grants, cooperative agreements, and partnerships that support both libraries and museums;
- conducting policy research, analysis, and data collection that extend and improve the nation's museum, library, and information services; and
- developing interagency collaborations that use our museums and libraries to achieve national policy.

IMLS has operated under a vision of having a democratic society where communities and individuals thrive with broad public access to knowledge, heritage and lifelong learning. Indeed, IMLS continues to have a mission to inspire libraries and museums to advance innovation, learning, and civic engagement and to provide leadership through research, policy development, and grant making.

In its role as a federal agency, IMLS can develop best practices and identify ways that museums, libraries, and archives can improve their services and processes. IMLS can use its prior and current projects, its staff networks with professional communities, and its research capacity. IMLS can assess trends and provide recommendations and tools to the field. It can also capitalize on its and other organizations' prior investments on what projects could be scaled-up. Finally, because it can provide non-programmatic funding, IMLS can help address infrastructure and business process gaps in libraries and museums that will strengthen their capacity to offer impactful programs and services and increases their chances for sustainability. This is particularly important for small-to-medium sized institutions, which do not have the tools or skills to research such areas, nor the focused staff resources to obtain grants for these activities from other sources.

MISSION

IMLS Vision

A democratic society where communities and individuals thrive with broad public access to knowledge, cultural heritage, and lifelong learning.

IMLS Mission

The mission of IMLS is to inspire libraries and museums to advance innovation, lifelong learning, and cultural and civic engagement. We provide leadership through research, policy development, and grant making.

IMLS Strategic Goals

1. IMLS places the learner at the center and supports engaging experiences in libraries and museums that prepare people to be full participants in their local communities and our global society.
2. IMLS promotes museums and libraries as strong community anchors that enhance civic engagement, cultural opportunities, and economic vitality.

3. IMLS supports exemplary stewardship of museum and library collections and promotes the use of technology to facilitate discovery of knowledge and cultural heritage.
4. IMLS advises the President and Congress on plans, policies, and activities to sustain and increase public access to information and ideas.

IMLS achieves excellence in public management and performs as a model organization through strategic alignment of IMLS resources and prioritization of programmatic activities, maximizing value for the American public.

QUOTABLE QUOTES

Libraries and museums can be more “catalytic forces” in their communities, sparking change, discussion and community revitalization.

Museums and libraries are America’s leading public institutions, making knowledge available to millions at little or no cost. As public institutions they must meet a very high threshold of mission accountability and use resources wisely for public good.

IMLS investments in research and development yield long-term benefits to the public.

IMLS has long held a vision of “a democratic society where communities and individuals thrive with broad public access to knowledge, heritage, and lifelong learning.”

STRATEGIC PLAN

U.S. museums and libraries are at the forefront in the movement to create a nation of learners. As stewards of cultural heritage with rich, authentic content they provide learning experiences for everyone.

With built infrastructure in nearly every community in the nation, robust online networks, and dedicated, knowledgeable staff, they connect people to one another and to the full spectrum of human experience. The nation’s 17,500 museums and 123,000 libraries are trusted in their communities, inspire people throughout their lifetimes and contribute to the civic life of our nation.

Rapid changes in the economy, demographic shifts, and new technologies are creating demands for new library and museum services. IMLS’s strategic plan creates a roadmap for carrying out our federal mandate to help America create 21st century institutions that provide the essential educational and cultural opportunities that we need for a competitive future.

A democratic society in the knowledge age demands that its citizens learn continually, adapt to change readily, and evaluate information critically.

Libraries and museums are fundamental to supporting the civic life and wellbeing of our nation.

We are living at a time when the strategic use of resources could not be more important. IMLS's role—to provide leadership, funding, data and policy analysis—is essential to help libraries and museums navigate change and continue to evolve their services.

#1: IMLS has an opportunity to improve public access to content by developing infrastructure; promoting preservation, stewardship, and conservation; and supporting the creation and management of data in museums, libraries and archives.

#2: IMLS has an opportunity to promote effective information policy by developing infrastructure; promoting preservation, stewardship, and conservation; and supporting the creation and management of data in museums, libraries, and archives.

#3: IMLS has an opportunity to support learners throughout their lifetimes in order to produce a competitive workforce and an engaged populace.

Goal #1 – Learning

Through their collections, exhibits, programs (onsite, offsite, and online), and partnerships, these institutions serve as essential and trusted components of the nation's learning ecosystem, providing opportunities for lifelong, "life-wide" learning.

Objectives

- Promote and support inclusive and accessible learning opportunities
- Support communities of practice based on research-based impactful experiences
- Facilitate partnerships among libraries, museums, and other learning providers
- Support library and museum leaders to meet the needs of diverse communities in rapidly changing environment

Goal #2 – Community

Healthy, thriving, sustainable communities need institutions that strengthen civic life, understand and respond to community needs, and provide common experiences that knit community members together through common experiences and shared interests.

Objectives

- Invest in projects that strengthen libraries and museums as core components of community infrastructure
- Partner with other federal agencies to leverage library and museum resources
- Ensure that public /private sector leaders know value of libraries and museums

Goal #3 – Content

IMLS supports exemplary stewardship of museum and library collections and promotes the use of technology to facilitate discovery of knowledge and cultural heritage. Access to museum and library collections helps to fuel innovation, inspire the development of new knowledge, and boost global understanding. IMLS is a leader in advocating and supporting a comprehensive and logical approach to conservation that begins with assessment, planning, and prioritization and addresses environmental controls and storage conditions as well as treatment. Using the latest

technology, institutions are embracing innovations and opportunities to digitize, share their collections, and develop new standards and protocols to preserve and provide access to digitized collections and to “born digital” data and objects.

Objectives

- Support care and management of nation’s collections to sustain and expand access
- Develop and implement a nationwide strategy to expand public access to information, meaning and content found in museum and library collections

Goal #4 – Equitable Access to Knowledge

In an economy powered by knowledge, libraries and museums play essential roles in ensuring equitable access to information for everyone, a cornerstone of a healthy economy and strong democracy. Technology is changing the ways that people access and use library and museum services. During this time of rapid change, IMLS can help ensure that decision makers are armed with the data and analysis they need to develop policies that help libraries and museums to evolve their services and remain trusted sources of information and learning.

Objectives

- Promote federal policies that improve access and remove barriers to information services for underserved communities
- Identify trends and provide consistent and reliable data on museum and library services and use
- Support and extend a national digital infrastructure that leverages libraries and museums as key providers of access to digital information and services

Goal #5 – Public Management

IMLS achieves excellence in public management and performs as a model organization through strategic alignment of resources and prioritization of programmatic activities, maximizing value for the American public.

- Develop an exemplary mode of efficient Federal grants management
- Cultivate a culture of planning, evaluation and evidence-based practice to maximize the impact of public investments
- Promote greater transparency and accountability of IMLS operations
- Encourage and promote an engaged and energized IMLS workforce

BUDGET APPROPRIATIONS

FY2017 Appropriations Request

https://www.imls.gov/sites/default/files/publications/documents/fy17cj_0.pdf

IMLS Appropriations				
(Budget Authority in dollars)				
Statutory Authority	FY 2014 Enacted	FY 2015 Enacted	FY 2016 Enacted	FY 2017 Request
Library Services Technology Act (LSTA)				
Grants to States	154,848,000	154,848,000	155,789,000	154,848,000
Native American / Native Hawaiian Library Services	3,861,000	3,861,000	4,063,000	3,861,000
National Leadership Grants: Libraries	12,200,000	12,200,000	13,092,000	13,720,000
Laura Bush 21 st Century Library Professionals	10,000,000	10,000,000	10,000,000	10,000,000
SUBTOTAL, LSTA	180,909,000	180,909,000	182,944,000	182,429,000
Museum Services Act (MSA)				
Museums for America	20,200,000	20,200,000	21,149,000	20,200,000
Native American/ Native Hawaiian Museums	924,000	924,000	972,000	924,000
National Leadership Grants: Museums	7,600,000	7,600,000	7,741,000	9,120,000
SUBTOTAL, MSA	28,724,000	28,724,000	29,862,000	30,244,000
African American History Culture Act (AAHCA)				
Museum Grants for African American History & Culture	1,407,000	1,407,000	1,481,000	1,407,000
SUBTOTAL, ALL MUSEUM PROGRAMS	30,131,000	30,131,000	31,343,000	31,651,000
MUSEUM and LIBRARY SERVICES ACT (MLSA) General Provisions				
Program Administration	15,820,000	16,820,000	15,713,000	15,920,000
TOTAL, IMLS PROGRAMS and ADMINISTRATION	226,860,000	227,860,000	230,000,000	230,000,000

GRANTS OVERVIEW

The IMLS Library Grants to States program awards population-based formula grants to each State Library Administrative Agency (SLAA) in the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands. The formula consists of a minimum amount set by law plus a supplemental amount based on population (dependent on annual appropriations).

Population data are based on the information available from the U.S. Census Bureau website. The 2010 Act sets base allotments of \$680,000 for states and \$60,000 for Pacific Territories. The Act limits administrative costs at the state level to four percent and requires a 34 percent match from non-federal state or local funds. Programs and services delivered by each SLAA support the purposes and priorities set forth in the Library Services and Technology Act (LSTA). SLAAs set goals and objectives for their states regarding the use of Grants to States funds within the statutorily required five-year plan approved by IMLS. These goals and objectives are determined through a planning process that includes statewide needs assessments.

SLAAs may use their funding for:

- expanding services for individuals of all ages to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills;
- establishing or enhancing electronic and other linkages and improved coordination among and between libraries and entities;
- providing training and professional development to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services; and recruiting future professionals to the field;
- developing public and private partnerships with other agencies and community-based organizations;
- targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;
- targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including low-income children
- developing library services that provide access to information through local, State, regional, national, and international collaborations and networks;
- carrying out other activities as described in the state library administrative agency's plan.

IMLS discretionary grants support activities such as:

- building workforce and institutional capacity for managing the national information infrastructure and serving the information and education needs of the public;
- research and demonstration projects related to the improvement of libraries or the enhancement of library and information services through effective and efficient use of new technologies, including projects that enable library users to acquire digital literacy skills and that make information resources more accessible and available; and dissemination of information derived from such projects;
- preserving or digitizing of library materials and resources, giving priority to projects emphasizing coordination, avoidance of duplication, and access by researchers beyond the institution or library entity undertaking the project, including the development of national, regional, statewide, or local emergency plans that would ensure the preservation of knowledge and library collections in the event of a disaster;
- model programs demonstrating cooperative efforts between libraries and museums.

In FY 2016, less than half the library discretionary grant applications received were funded (328 out of 708)¹

PROJECTS

National Digital Stewardship Residency Program

The program, administered by the Library of Congress and supported by IMLS, allows 10 recent master's program graduates in relevant fields to complete a nine-month residency at various institutions in the Washington, D.C. area. Accepted residents attend an intensive two-week digital stewardship workshop at the Library of Congress. Thereafter, residents move to a host institution to work on significant digital stewardship projects. In collaboration with the Library of Congress, the IMLS developed the National Digital Stewardship Residency (NDSR) to give recent library and information school graduates practical experience in digital curation projects. IMLS has funded similar NDSR programs in Boston and New York. These efforts increase the capacity of the library and archives professions to manage, preserve and provide access to the nation's cultural heritage in digital formats.

PERFORMANCE & ACCOUNTABILITY

IMLS regularly reviews its grant and project portfolios to increase administrative efficiency, monitor program performance, and develop more targeted grant guidelines. At the earliest stage of the grant process, library, museum, and education sector professionals perform a two-tiered peer review of applications to assure that project proposals follow best practices. All grantees report on their projects annually and on project outcomes at the conclusion of the grant period. In addition, third-party evaluations of IMLS grant programs have been conducted to measure program impact and review administrative functions and efficiency and program costs.

IMLS emphasizes program-level performance assessment, and is monitoring efficiency and performance in its museum and library service grant programs. In addition to funding periodic third-party program evaluations, IMLS is working with stakeholders to develop more detailed program plans and assessment protocols.

Underlying the agency's many programmatic achievements is its commitment to organizational excellence and sound financial management. IMLS has a fiduciary and stewardship responsibility to manage its federal funds effectively and efficiently and comply with federal financial management guidance.

DATA & RESOURCES

Open Data Catalog – various data sets on IMLS operations and funding
https://data.imls.gov/?_ga=1.180102500.130573032.1486658928

State Allotments – 2012-2016 dollar figures of State allotment grants
<https://www.imls.gov/grants/grants-state/state-allotments>

¹ Performance and Accountability Report Fiscal Year 2017, p.8.
https://www.imls.gov/sites/default/files/publications/documents/2016par_0.pdf

State 5-Year Plans under the Library Services and Technology Act (LSTA)

<https://www.ims.gov/grants/grants-state/five-year-plans>

Administrative Discretionary Grant Data, 1996-2013

<https://www.ims.gov/research-evaluation/data-collection/administrative-discretionary-grant-data>

Heritage Health Index Reports, 2005

<https://www.ims.gov/publications/heritage-health-index-full-report>

GRANT EXAMPLES

Jazz Museum in Harlem - New York, NY

Award: \$35,428

The National Jazz Museum in Harlem will create a customized digital asset management system and web interface design for managing the museum's digital assets and sharing the museum's curated digital content. The museum's digital assets include audio, video, photographs, manuscripts and sheet music. This system will enable on-site visitors to learn about and experience jazz and its rich history in Harlem by using new interactive touchscreens in the visitors center with curated digital content that complements the exhibition. The system will also provide a global audience with online access to the museum's collections via mobile and web applications. The digital content will significantly improve the museum experience for on-site and off-site visitors, enhancing their knowledge of jazz and its rich history in Harlem.

Hawaii Department of Land and Natural Resources - Wailuku, HI

Award: \$49,976

The Kaho'olawe Island Reserve Commission (KIRC) of the Hawaii Department of Land and Natural Resources will develop a virtual museum to enable access to artifacts and documents related to Kaho'olawe, an island that is preserved and protected for Native Hawaiian cultural and spiritual purposes and generally inaccessible to the public. KIRC will work with a software development team to design an interactive web interface and mobile application presenting a fully functioning map of Kaho'olawe that will enable users to virtually explore the island and link to their collection of digitized archival documents. By sharing this collection, the virtual museum will preserve and share cultural heritage and make available currently inaccessible archival materials.

Wexner Center for the Arts, The Ohio State University – Columbus, OH

Award: \$150,000

The Wexner Center for the Arts at The Ohio State University will develop an open-access digital catalog and archive of 400 media artworks created by 300 artists in its Film/Video Studio over the last 25 years. Works will be digitized in a consistent, high-quality format on a platform with the capacity to stream films, and the collection's long-term preservation will be ensured. Conducted in consultation with metadata and digitization specialists at OSU Libraries and the History of Art department as well as colleagues across the country, the project will put into place not only a process for building on this archive but also a road map for other kinds of cataloging

and digitization at the center and other museums. The archive will constitute a cross-section of the trends, patterns, and concerns of contemporary media artists for use by students, museums, libraries, artists, filmmakers, film aficionados, and the general public.

University of Wisconsin System: Shippable A/V and Digital Data Rescue: PROUD and PRAVDA

Award: \$20,772.00

The University of Wisconsin (UW) will build, document, and test two portable, shippable equipment kits. One kit will be used to digitize at-risk audio and video formats commonly held in cultural heritage institutions, and the other kit will be used to rescue data from common obsolete digital storage media. The kits could be used by institutions without in-house equipment, as well as to provide hands-on experience to online LIS students. The project will produce detailed written and video documentation on building and using the kits to allow other institutions to replicate the model. The kits and documentation will be tested at UW's School of Library and Information Studies, as well as with partner organizations across Wisconsin.

Regents of the University of California: Cobweb: A Collaborative Collection Development Platform for Web Archiving

Award: \$244,894

The California Digital Library, in partnership with the Harvard and UCLA Libraries, will develop Cobweb, an open-source collaborative collection development platform for creating comprehensive Web archives by coordinating the activities of the Web archiving community. The shared curatorial decision-making enabled by Cobweb will benefit the libraries and archives already engaged in Web archiving as well as those that have not yet started, and it will help them make more-informed decisions regarding the allocation of finite resources.

Northwestern University: Beyond the Repository: Integrating Local Preservation Systems with National Distribution Services

Award: \$49,114

Northwestern University Libraries, in collaboration with the University of California San Diego Library, will explore issues related to the integration of local services with distributed preservation networks such as the Digital Preservation Network (DPN), Chronopolis, and the Academic Preservation Trust (APTrust). To ensure the research is useful to a range of institutions, a targeted group of organizations representing a variety of types of libraries, archives, museums, and preservation solutions, will be surveyed. The project team will explore questions related to digital object curation, versioning and metadata in dark preservation systems, and interoperability of various systems, in order to develop broadly-applicable solutions and design patterns.

Foundation of the American Institute for Conservation of Historic & Artistic Works, Inc – Washington, DC

Award: \$247,400

The Foundation of the American Institute for Conservation of Historic and Artistic Works (FAIC) will expand and enhance their existing web resource, "Connecting to Collections Care," a website focused on providing information, training, and support for those who care for collections in the United States. Key project components include online public forums on

collection care issues; an expanded monthly webinar series; courses for topics requiring more in-depth exploration; and digital badges for program completion. The site will include links to resources that are curated and updated by experts, archives of webinars, courses, and material with improved search and retrieval capability. The project will benefit over 7,100 registered users as well as many more who use the site's tools to help care for collections. Surveys will inform continual improvements to the site's content and delivery.

University of Washington: Open Data for Public Good: Data Literacy Education for Public Information Professionals

Award: \$690,858

The University of Washington will develop an educational program to prepare both new students and practicing professionals to: curate collections of open data of value to local communities, build infrastructure and preservation environments needed to sustain open data collections, and collaborate with open data providers on advocacy and outreach activities. Project collaborators include the Seattle Public Library, Washington State Historical Society, Washington State Department of Transportation, and the Washington State Office of Technology. The project will benefit over 100 library and information studies students, through new course creation and practical field experience, and approximately 60 professionals, through webinars and open educational resources. The summative evaluation of the project will also include a study of broader workforce needs for public open data expertise.

Copyright review / Public Domain: <https://www.ims.gov/news-events/project-profiles/copyright-review-management-system-opening-doors-public-domain>

Preservation self-assessment: <https://www.ims.gov/news-events/project-profiles/extending-preservation-self-assessment-option-libraries-archives-and>

North Carolina preserving state's cultural heritage: <https://www.ims.gov/news-events/project-profiles/april-2012-north-carolina-initiative-focuses-preserving-states-cultural>

UC Berkeley 3-D imaging and audio collections: <https://www.ims.gov/news-events/project-profiles/october-2011-3-d-imaging-technology-preserves-audio-collections>

Charles H. Wright Museum (Detroit) archives: <https://www.ims.gov/news-events/project-profiles/february-2010-newly-reorganized-archives-benefits-museum-community>

Tennessee voices: <https://www.ims.gov/news-events/project-profiles/november-2009-volunteer-voices-tennessee%E2%80%99s-rich-history-collected>

Civil Rights digital libraries: <https://www.ims.gov/news-events/project-profiles/february-2009-civil-rights-digital-libraries-enhance-americans%E2%80%99>

Tribal cultural preservation: <https://www.ims.gov/news-events/project-profiles/june-2008-tribal-cultural-preservation-heart-three-year-conference>

New Jersey digital highway: <https://www.ims.gov/news-events/project-profiles/november-2007-history-and-high-tech-intersect-new-jersey-digital>

Omaha virtual museum: <https://www.ims.gov/news-events/project-profiles?combine=archives&page=2>

Maine memory network: <https://www.ims.gov/news-events/project-profiles/october-2006-maine-memory-network>

Florida State Library and Archives: <https://www.ims.gov/news-events/project-profiles/october-2005-state-library-and-archives-florida>