

# Memo

**To:** Jennie Stapp  
State Librarian

**To:** Montana State Library Commission

**From:** Evan Hammer, Digital Library Director  
Erin Harris, Volunteer Coordinator

**Date:** September 27, 2017

**Re:** **Trust expenditure request for Talking Book Library analog to digital conversion**

State Library staff requests authority to expend State Library Trust monies to conduct a request for proposal (RFP) and to enter into contract with a vendor to convert existing Montana audio analog masters to digital audio cartridges, and to edit the digital masters for patron circulation and BARD upload.

The 2013 Legislature approved \$25,000 (OTO) funds from July 1, 2013-June 30, 2014, to support a part-time temporary hire to convert Montana analog cassette titles to digital format. During that time 25%, or 265 titles, of the cassette collection was converted, leaving 75%, or about 700 titles, yet to be converted. Completing this project was identified as a priority during the executive planning processes for both the 2015 and 2017 legislative session however the State Library has not been funded to complete this work.

The need to complete this conversion is now critical because The National Library Service no longer supports analog cassettes and the C-1 players are at end of life and should be decommissioned. However, the State Library cannot decommission our C-1 machines while TBL patrons still rely on them to listen to our remaining analog collection.

Staff requests authority to spend up to \$135,000 to complete this project. This amount is based on initial estimates from vendors.

Tentative timeline:

- 1) RFP drafted Fall 2017;
- 2) Vendor selected and contract signed on or before December 31, 2017;
- 3) Contract work to be completed by June 30, 2018.