Activity Information

Title: **Digital Recording Studio**

Abstract: **The Center's Digital Recording Studio supplements the State Library's audio book collection by producing materials about West Dakota/West Dakotan authors. The Studio makes copies of locally produced audio books for eligible West Dakota residents and the national network of libraries serving the blind and physically handicapped. In order to keep up with the increasing demand for digital books, the Studio is also responsible for duplicating additional copies of audio books produced by NLS.**

Staff use a computerized digital recording system to set up new projects, mark up completed projects according to National Library Service (NLS) digital talking book (DTB) production standards, and convert in-process analog projects to digital files. A technician ensured that each project received the requisite number of quality control reviews and met all other NLS standards for the production of DTBs; ensured that each volunteer narrator/producer and reviewer received adequate training in the use of the digital recording software; and developed a PowerPoint presentation for the purpose of training Studio volunteers in the use of the digital recording system.

Intent: **Improve users' ability to obtain information resources.**

Activity: (select one)	Mode: (select one)	Format: (select one)
☐ Instruction	☐ Program	☐ Virtual
	☐ Presentation/performance	☐ In-person
	☐ Consultation/Drop-in/Referral	☐ Combined in-person & virtual
	☐ Other:	☐ Other:
☒ Content	☐ Acquisition	☒ Digital
	☒ Creation	☐ Physical
	☐ Preservation	☐ Combined digital and physical
	☐ Description	
	☐ Lending	
	☐ Other	
☐ Planning & Evaluation	☐ Prospective	☐ In-house
	☐ Retrospective	☐ Third party
☐ Procurement	N/A	N/A

Quantity Information:

If "Activity – Mode" combination = "Instruction – Program":
Session length (minutes):
Number of sessions in program:
Average number in attendance per session:

Number of times program administered:

If "Activity – Mode" combination = "Instruction – Presentation/performance":
Presentation/performance length (minutes):
Number of presentations/performances administered:
Average number in attendance per session:

If "Activity – Mode" combination = "Instruction – Consultation/drop-in/referral":
Total number of consultation/reference transactions:
Average number of consultation/reference transactions per month:

If "Activity – Mode" combination = "Content – Acquisition":
Number of hardware acquired:
Number of software acquired:
Number of licensed databases acquired:
Number of print materials (books & government documents) acquired:
Number of electronic materials acquired:
Number of audio/visual units (audio discs, talking books, other recordings) acquired:

If "Activity – Mode" combination = "Content – Creation":
Number of items digitized:
Number of items digitized and available to the public: **572**
Number of physical items:
Number of open-source applications/software/systems:
Number of proprietary applications/software/systems:
Number of learning resources (e.g. toolkits, guides):
Number of plans/frameworks:

If "Activity – Mode" combination = "Content – Preservation":
Number of items conserved, relocated to protective storage, rehoused, or for which other preservation-appropriate physical action was taken:
Number of items reformatted, migrated, or for which other digital preservation-appropriate action was taken:
Number of preservation plans/frameworks produced/updated (i.e. preservation readiness plans, data management plans):

If "Activity – Mode" combination = "Content – Description":
Number of items made discoverable to the public
Number of collections made discoverable to the public
Number of metadata plans/frameworks produced/updated

If "Activity – Mode" combination = "Content – Lending"
Total number of items circulated:
Average number of items circulated / month:
Total number of ILL transactions:
Average number of ILL transactions / month:

If "Activity" = "Planning & Evaluation":
Number of evaluations and/or plans funded:
Number of funded evaluation/plans completed:

If "Activity" = "Procurement":
Number of equipment acquired:
Number of acquired equipment used:
Number of hardware items acquired:
Number of acquired hardware items used:
Number of software items acquired:
Number of acquired software items used:
Number of materials/supplies acquired:

Number of acquired materials/supplies used:

Partner Types

Please identify the area(s) in which your partner organization(s) operates.
- ☐ Libraries
- ☐ Historical Societies or Organizations
- ☐ Museums
- ☐ Archives
- ☐ Cultural Heritage Organization Multi-type
- ☐ Preschools
- ☐ Schools
- ☐ Adult Education
- ☐ Human Service Organizations
- ☐ Other

Please identify the legal type of the partner organization(s) for this project
- ☐ Federal Government
- ☐ State Government
- ☐ Local Government (excluding school districts)
- ☐ School District
- ☐ Non-profit
- ☐ Private Sector
- ☐ Tribe/Native Hawaiian Organization

Beneficiaries

Is the activity directed at the library workforce (includes volunteers and trustees)? ☐ Yes   ☒ No

If "Yes" Skip to "Locale"

If "No":

Is the activity for a targeted group or for the general population?
☒ Targeted Group   ☐ General Population

Which best describes the geographic community of the targeted group?
☒ Urban   ☒ Suburban   ☒Rural

Select one or more of the following activity target age groups.
- ☒ All Ages
- ☐ 0-5 years
- ☐ 6-12 years
- ☐ 13-17 years
- ☐ 18-25 years
- ☐ 26-49 years
- ☐ 50-59 years
- ☐ 60-69 years
- ☐ 70+ years

If "General Population" selected above, skip to "Locale".

If "Targeted Group" selected above:

If the activity is directed at those in one or more of the following economic situations, select one or more.
- ☐ People who are living below the poverty line
- ☐ Unemployed
- ☒ Not Applicable

If the activity is directed at ethnic or minority populations, select one or more.
- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Hispanic or Latino
- ☐ Native Hawaiian or other Pacific Islander
- ☒ Not Applicable

Is the activity directed at families? ☐ Yes ☒ No

Is the activity directed at intergenerational groups (does not include families)?
☐ Yes ☒ No

Is the activity directed at immigrants/refugees? ☐ Yes ☒ No

Is the activity directed at those with disabilities? ☒ Yes ☐ No

Is the activity directed at those with limited functional literacy or informational skills?
☐ Yes ☒ No

Is the activity directed at groups that fall into a category not already captured?
☐ Yes ☒ No
If "Yes", please describe.

Locale

Is the activity statewide? ☒ Yes ☐ No

If "Yes":
Institution Types (enter #s):
Public Libraries: **584**
Academic Libraries:
SLAA:
Consortia:
Special Libraries:
School Libraries: **215**
Other: **23**

If "No":
Can you identify specific institutions? ☐ Yes ☐ No

If "Yes":
Institutions:
Name:
Address:
City:
State:
Zip:
If "No":
Institution Types (enter #s):

Public Libraries:
Academic Libraries:
SLAA:
Consortia:
Special Libraries:
School Libraries:
Other: