

## COUNCIL ACTION FORM

**SUBJECT: CONTRACT FOR NEWSPAPER DIGITIZATION SERVICES**

**BACKGROUND:**

For several years, the Library has been seeking to enhance customer services by making a digital archive of local newspapers that may be searched from inside the library and remotely. This opportunity is now available through The Advantage Companies, L.L.C. of Cedar Rapids, Iowa.

Advantage stores master negatives of *The Intelligencer*, *The Ames Times*, *The Ames News*, *The Ames News Tribune*, *The Mile Post* and the *Ames Tribune* on microfilm reels which are owned by the State Historical Society of Iowa. Advantage holds a contract with the state which allows access to the film for the purpose of digitization and is the only firm that has copyright authorization from the *Ames Tribune*.

Although firm prices and a digitization timeline were still under consideration, the Library was given a cost estimate in April. The Library Board of Trustees considered this opportunity on April 19, 2018 and determined that the project could be funded from private sources. A resolution was unanimously adopted recommending that "City Council approve the purchase of newspaper digitization services from Advantage Preservation of Cedar Rapids, Iowa, in an amount not to exceed \$68,400 using funds from the 2017/18 and 2018/19 Memoranda of Understanding with the Ames Public Library Friends Foundation and unrestricted general donations."

Following the Board's decision, details of the purchase were arranged. Advantage offers to scan, index, and create a searchable database of Ames newspaper pages from 1877 through 1988 in the current fiscal year for \$33,575. Digitized issues from 1989 through June 2016, along with images and text files on an external hard drive, may be purchased in fiscal year 2018/19 for \$34,075. The agreement has been approved by the Legal Department and Affirmative Action documentation has been submitted to the City Manager's Office.

The Library now requests that the City Council award a contract for purchase of newspaper digitization services from Advantage Preservation of Cedar Rapids, Iowa, for a total cost of \$67,650 using the private funding sources designated by the trustees.

**ALTERNATIVES:**

1. a. Approve waiver of Purchasing Policies and Procedures to award a sole-source contract
- b. Award the contract for purchase of newspaper digitization services from Advantage Preservation of Cedar Rapids, Iowa, for \$67,650, using private funding from APLFF and unrestricted donations.
2. Do not award the contract.

**MANAGER'S RECOMMENDED ACTION:**

The proposed digitization project will enhance customer service by providing the community with easy access to the history of Ames, as recorded in the pages of the *Ames Tribune* and its predecessors. The service is available from a single vendor which stores master negatives owned by the State Historical Society, is under contract for the purposes of digitization with the State of Iowa, and has a copyright agreement with the *Ames Tribune*. Some microfilm owned by Ames Public Library will also be scanned and included in the database. The project will be undertaken over two fiscal years and funds are available from private sources identified by the Library Board of Trustees.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the waiver of Purchasing Policies and Procedures to award a sole-source contract and award the contract for purchase of newspaper digitization services from Advantage Preservation of Cedar Rapids, Iowa, for \$67,650 using private funding from APLFF and unrestricted donations.