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BUDGETS

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California State Library
Library Services and Technology Act

Quarterly Narrative Report

Quarter:

- First quarter – Oct, Nov, Dec.
- Second quarter – Jan, Feb, Mar.
- Third quarter – Apr, May, Jun.

This report is due quarterly, thirty (30) days after each three-month period of the project's duration. Note that failure to submit these reports within the timeline of the grant program could jeopardize receipt of the final 10% grant payment. Submit a total of **THREE (3)** copies of the report, one with original signature, to:

**California State Library
Budget Office – LSTA
P.O. Box 942837
Sacramento, CA 94237-0001**

Date: **January 16, 2003**

Grant Award ID #: **40-5614**

1. Grantee: **Pomona Public Library**
2. Project: **Frasher Foto/Digitization Technology Acquisition Project**
3. Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.
 - On October 29th, the Project Manager held an organizational meeting with the three consultants who will select 5,000 representative images from the Library's Frasher Foto Collection to be digitized for this project. The group identified supply needs and devised a work plan and schedule for accomplishing this task. During four subsequent selection sessions held on November 12, 26, and December 10 and 17, the consultants chose approximately 4,000 images for digitization.
 - On November 14th, the Project Manager received day-long on-site training in the use of ContentDM, the digital media management software that will be used by the Library for this project. The training was conducted by a representative of DIMIMA, the Seattle based company that created the software. The training session was also attended by

3. Continued

Adrian Turner, Project Manager of the OAC-LSTA Sustainability Project. Mr. Turner was interested to see the software demonstrated and to learn about its capabilities. He also used his visit to discuss issues and impart information that would be subsequently introduced at an OAC-LSTA Sustainability Project Orientation held in Sacramento on December 5th.

- Mr. Turner also visited the Library again on December 17th, in order to review with the Project Director the contents of the LSTA Digital Projects Manual and to discuss other matters relative to the OAC-LSTA Sustainability Project.

4. Outline planned activities for the next quarter. Note if these differ from activities proposed in the application for this period.
- Project consultants will complete the process of selecting images for digitization during the first few weeks of the 2nd quarter.
 - Part-Time project staff will be hired and trained to scan the chosen images and input them into the ContentDM database.
 - The library will also explore the possibility of outsourcing the scanning portion of the project, if feasible, in order to ensure the quality of the scanning and the timely completion the scans.
 - The Project Manager and the Technical Services Librarian will begin the process of creating and attaching metadata to the digital objects created by the ContentDM software.

5. Is the project on schedule as described and approved?

yes

no

within budget as approved?

yes

no

If either box is checked "no", describe what corrective actions are being taken.

6. Note any other present constraints or foreseeable problems that may affect the outcome of the project. How can such problems be overcome?

Ben Lutz LIBRARY SYSTEMS MANAGER
Signature and title of person completing report

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