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BUDGETS

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LSTA 7 page 1

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: **July 22, 2003**

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

1. Grantee: **Pomona Public Library**
2. Project: **Frasher Photo/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.
  - **The University of California's Southern Regional Library Facility Preservation Microfilming Service (SRLF) has so far scanned 3400 picture postcards for inclusion in the Frasher Foto database.**
  - **Project staff have created over 1200 digital objects consisting of scanned images and accompanying metadata, in the Frasher Foto database.**
  - **The Library retained the service of a web page design firm, Visual Perspectives Internet, Inc. (VPI.Net), of Laguna Hills, CA, to design a web page interface for the Frasher Foto database. (VPI.Net also created the City of Pomona's web page, and the Frasier database interface will contain many of the same design elements, and have the same look and feel as the City of Pomona web site). VPI.net has so far completed a preliminary version of the project web page.**

3. Continued

- **Project Director Bruce Guter took part in a conference call June 4<sup>th</sup>, involving other LSTA grant recipients and OAC-LSTA Sustainability Project Staff. Sample metadata records were sent to the OAC for review prior to the conference call.**

4. Outline planned activities for the next quarter. Note if these differ from activities proposed in the application for this period.
  - **All project scanning will be completed by the SRLF at the outset of the final quarter. Any remaining project funds not already expended upon completion of these planned project activities, will be used to pay for the scanning of additional photographic postcards from the Frasher Collection.**
  - **Project staff will complete the creation of the 5,000 digital objects and their attendant metadata that will populate the Frasher Foto database, by the end of the 4<sup>th</sup> quarter**
  - **VPI.net will complete the design of the project's web page interface, which will be integrated into the City of Pomona Website and the Library's on-line catalog. The interface will become fully operational by the end of the 4<sup>th</sup> quarter**

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?

**No problems are anticipated.**



\_\_\_\_\_  
Signature and title of person completing report

909-620-3709

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Telephone