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**Quarterly Narrative Report**

Quarter: **Third**

- First quarter – Oct, Nov, Dec.
- Second quarter – Jan, Feb, Mar.
- X** 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: June 30, 2003 Grant Award ID #: 40-5638

1. Grantee: South Pasadena Public Library
2. Project: Local History Collection Digitization, Year 2
3. Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.

The timeline for this quarter states:

**3<sup>rd</sup> Quarter: April – June, 2003**

1. Training for Hyperion.
2. Second wave of items are scanned; Guide packet applied.
3. Begin process of inputting Guide packet information into software.

Report on End-Product

After training in the software, it will be possible to input information gathered. It may be feasible at this point to run a second batch of scanning materials and continue with the cataloging of these items.

Other Practices during this Quarter

Policy development; reports; communication with other local history and educational organizations; creation of retention strategies.

### **Third Quarter Results**

Training on Sirsi's Hyperion database occurred during the last part of the 2<sup>nd</sup> Quarter, and first part of the 3<sup>rd</sup> Quarter. During the training, we realized it would be more efficient for the project if we cataloged our items into Access, and then exported them into Hyperion in August.

### **Activities**

- Creation of an Access database and intensive cataloging of 800+ items.
- The South Pasadena Digital Archive Thesaurus was completed and utilized for cataloging.
- A web site for patron access continues to develop. This web site will include a detailed map of South Pasadena that is navigable section by section. The user will be able to click on various points on the map to access the historical photo, the catalog record, and further historical information.
- Policies and processes for the Local History Collection are in continual development.
- All photos have been scanned by Aim, Pasadena, and duplicate prints received.
- Extensive and continued re-archiving of originals is underway to provide a superior quality archive environment for our originals. A change in the storage of these items became necessary as their purpose became storage rather than access.
- The photo-quality copy prints we have received along with the digital files are continually being placed in hard-bound albums for patron browsing. We are organizing the album collection by subject, in correspondence with the subjects and locations they are cataloged under.
- We have been working diligently on the digital files received from Aim, Pasadena. We are rotating all photos, creating jpgs, and making several copies to share with OAC, and for the archives.

3. Outline planned activities for the next quarter. Note if these differ from activities proposed in the application for this period.

**4<sup>th</sup> Quarter Activities:**

The primary activity for this period is the cataloging of items, and the export of data into the Hyperion Archive database.

Two secondary activities are:

1. Continue re-archiving the original items for storage; and
2. Continue to build the albums for patron access to the materials.

**Difference from proposed application:**

The outstanding difference is that we will not be creating a "Local History Digital" web area for enhancing the access and research capabilities by the end of this granting period. Because we will be exporting our data into Hyperion in bulk rather than cataloging each item into the database, we have little time to work with the completed database and enhance its access before the grant period is ended.

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

yes

no

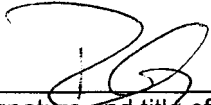
within budget as approved?

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?

  
REBECCA GROENEVELD, PROJECT ARCHIVIST

Signature and title of person completing report

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