

California State Library
Library Services and Technology Act

Quarterly Narrative Report

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Quarter:

- First quarter – Jul, Aug, Sept.**
- Second quarter – Oct, Nov, Dec.**
- Third quarter – Jan, Feb, Mar.**

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 ORIGINAL (please sign in blue ink) and TWO copies of the report to:

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

Date: 10-12-05

Grant Award ID #: 40-6402

1. **Grantee:** Berkeley Public Library
2. **Project:** Local History Digital Resources
3. **Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.** July: reviewed project documentation (LHDRP website and LHDRP Project Handbook); attended project kickoff meeting (July 28); determined that service plan would encompass a project survey and a community scan. August: participated in CSL/CDL-sponsored digitization project training program of five all-day sessions (August 1, 2, 3, 25, 26); worked on survey creation and gathering of information for community scan. September: conducted survey (using both printed survey forms and Zoomerang online survey service; survey form and results of survey are attached); continued work on community scan; installed CONTENTdm Acquisition Station software on local workstation; selected first batch of 50 original objects for digitization; listed first 50 items on scanning inventory; obtained protective sleeves and placed first 50 items in sleeves for eventual shipping.
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** October: continue selecting original objects for digitization, determining access and copyright status of those objects; gather data for eventual creation of metadata records using CONTENTdm Acquisition Station; complete service plan by completing community scan. November: finalize selection of original objects for digitization; prepare and send original objects to imaging vendor by November 30; receive deliverables from vendor and check image files for quality control; work with CALIFA to correct image file errors if necessary; batch import finalized image files into CONTENTdm; start creating metadata records; upload a sample set of 15-20 metadata records to CDL for technical

assessment; participate in quarterly LHDRP conference call. December: continue preparing and sending original objects to imaging vendor based on weekly schedule; receive deliverables from vendor, quality control check image files, work with CALIFA to correct errors , and batch import finalized image files into CONTENTdm; continue creating metadata records for objects.

5. Is the project on schedule as described and approved? yes no

Is the project 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?

7. Signature: Robert Saunders Title: Librarian II
(Please sign in blue ink)

8. Telephone: 510-981-6143 E-mail: bos2@ci.berkeley.ca.us