

California State Library  
Library Services and Technology Act

**Final Narrative Report**

This report is due thirty (30) days after the completion date of the grant period, on July 31. Note that failure to submit this report within the timelines of the grant program could jeopardize receipt of the final 10% grant payment. Mail a total of **THREE** copies of the report, one with original signature. Send to:

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

Date July 3, 2006

1. Grant Award ID # 40-6402

2. Project Title Local History Digital Resources

3. FY 2005 - 2006

4. Total project period July 1, 2005 – June 30, 2006

5. Grantee Berkeley Public Library

6. Address 2090 Kittredge Street, Berkeley, CA 94704

7. Contact Bob Saunderson 8. Telephone/E-mail 510-981-6143

9. Needs.

The Berkeley Public Library has a strong commitment to collecting, preserving, and presenting the story of Berkeley's past. The Central Library has a Berkeley History Room, and this collection, though young in its organization, has many items that have been in the library's possession for decades. A good number of these items are unique to our collection. None, however, were available in digital form. None were accessible to patrons other than those able to visit the History Room. Much of the local history collection is still not cataloged. None of the collection's photographs, maps, posters, and postcards had professional level metadata. These shortcomings represented, and to a large extent, continue to represent the considerable needs of the collection. Fortunately, because of this grant and the program it supports, a significant number of items are now digitized and have full metadata records.

(Do not attach additional pages)

Applicant Jurisdiction: Berkeley Public Library

Project Title: Local History Digital Resources

#### 10. Project abstract.

The chief purpose of the Local History Digital Resources Project is to aid public institutions in California in their efforts to preserve and make accessible local history materials for the benefit of the general public. The Berkeley Public Library, given its commitment to preserving and presenting Berkeley's past, welcomed the opportunity to participate in the statewide effort to create a digital archive of California's vast and varied history. When it came to our attention that there was grant money, administrative support, and training opportunities available to libraries and other institutions for the purpose of achieving the same goals we were working towards on the local level, the decision to try to avail ourselves of this support was an easy decision to make.

The Berkeley Public Library's goal in relation to this project was to enhance the collection and services involving Berkeley history. Toward this end, we set three primary objectives. First, we wanted to have one or two staff members participate in the full range of trainings offered to the participants of this program. Second, we wanted to digitize and create metadata for at least 200 items. Third, we wanted to use grant money to further the general purpose of the local history collection.

The results of the project were positive and encouraging in all respects. Concerning the first objective listed above, we sought and gained excellent training in digitization project management, digital image scanning, copyright issues in digitization projects, creation of metadata for digital objects, and in the use of CONTENTdm software for digital collection management. Regarding the second, we successfully digitized and created metadata for more than 200 items. And the third objective was met by the acquisition of several types and sizes of document storage materials, as well as a high-end scanner for future in-house scanning of additional local history materials.

The Berkeley Public Library's participation in this project has been rewarding in many respects. We have learned a tremendous amount of theoretical and practical information concerning the establishment and maintenance of digital archives. We have garnered tangible and immediately useable results. With this excellent start, we foresee continued growth of our digitized collection in the near and distant future. And we firmly believe that the true winners in this process are the current and future users of the library's local history materials.

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Project Title: Local History Digital Resources Project

#### 11. Project accomplishments.

The Berkeley Public Library's participation in this project was centered on one primary goal: to improve access to the library's Berkeley history resources. Three main objectives were set to accomplish this goal: first, to have one or two staff members participate in the full range of trainings offered to the participants of this program; second, to digitized and create metadata for at least 200 items; third, to use grant money to further the general purpose of the local history collection.

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## 12. Subjective evaluation.

The Local History Digital Resources Project was, and continues to be, a resounding success for the Berkeley Public Library. The successes and accomplishments were many, the problems and failures few.

For several years we have had an interest in beginning a digitized archive of local history materials. We recognized a clear need to better preserve and to make more accessible these materials. We also realized that a collection of digitized materials available via the Web would draw attention to our Berkeley History Room and all that it has to offer. Furthermore, we knew that such attention would engender interest in donating materials to our collection. Although we very much wanted to begin a digitized archive we were prevented from doing so by lack of funds and lack of staff time. Fortunately for us, we were able to participate in LHDRP for 2005-2006. Because of this project, we now have a solid foundation on which to build.

The overall planning, scope, and outline for the project, as well as its day to day operation were in most respects excellent. The goals and objectives, the work timeline, and the meeting and conference schedules were all expertly created and presented. The communications were prompt and helpful. All the people at the California Digital Library, Califa, DiMeMa, and the California State Library were a joy to work with. The training sessions were exactly what we needed, and we gained valuable knowledge at all of them.

We had only two problems worth reporting. One had to do with certain peculiarities of the CONTENTdm software. It took considerable time and effort to find out that this program does not do well when installed on a network drive. Apparently, it must reside on a non-network drive to work properly. I am happy to report that the tech support at DiMeMa was superb in helping us get to the solution of this problem. Another peculiarity of CONTENTdm involves the controlled vocabulary feature, which can make metadata creation, editing, and updating unfortunately cumbersome.

The other problem we encountered involved poor jpeg images (but good TIFFs) from certain types of original images (specifically, those printed in dot matrix form from photographs). In this case, further information in the training session on scanning basics would have been helpful.

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13. Project continuation.

The Berkeley Public Library views its participation in the LHDRP for the 2005-2006 fiscal year as the beginning of an ongoing process rather than a project completed and forgotten. We have already committed to adding at least 25 and up to 60 items to our digital archive through the framework of this project during the coming year. Beyond that, we have purchased an excellent scanner, as well as computer software and hardware, with the aim of continuing our digitization efforts in the years to come.

The Berkeley Public Library has a commitment to maintaining, enhancing, and promoting its local history collection. We have the Berkeley History Room to house this collection, an ongoing materials budget, and a website to promote and display parts of this collection. Although the budget for the Berkeley History Room is modest, there will be funds for ongoing digitization of resources, especially since the hurdles of staff training and the initial cost of getting the project started have been provided by the LHDRP grant. In addition to some portion of the Berkeley History Room budget being devoted to ongoing digitization, there is the strong possibility of further grants, awards, and/or bequests in the years to come. We strongly believe that collections beget bigger collections, that digitization begets more digitization, and that interest and enthusiasm begets further interest and enthusiasm. The key is to get started, to have something to offer, which, in turn, suggests how much more could be offered. Now that a core collection is available, professionally and attractively presented, we believe others will want to add to this collection, both in terms of items to be digitized and funds to accomplish the task.

14. Signature/Date *Paul Henderson July 3, 2006*

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