

**California State Library  
Library Services and Technology Act**

**Quarterly Narrative Report**

**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:** 10/28/05

**Grant Award ID #: 40-6406**

1. **Grantee:** Covina Public Library
2. **Project:** Local History Digital Resources Program
3. **Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.**
4. Library Director Roger Possner submitted a LHDRP Grant application to the California State Library on April 9, 2005 proposing to digitize 200 photographs with detailed captions illustrating the citrus industry in Covina from 1895 to 1960, focusing on the lives of the men working in the orchards and the women working in the packing houses. Most of the period photographs are in the possession of the Covina Valley Historical Society (CVHS) and a local photographer. Our plan included taking original digital photos of tools, clothing and orange crate labels owned by the Historical Society Museum. The \$6000 grant was approved and Senior Librarian Julie Shen was appointed the project manager.
5. Julie Shen resigned from Covina Library July 18 because she got a new job, and on July 19, Senior Librarian Greg Ullman was appointed the new project manager. One week later, he presented the project proposal at a meeting of the project participants at California State Library (CDL) headquarters in Oakland, Calif. He asked about the standards for taking original digital photographs, and copyright permissions for scanning photos that are owned by the Historical Society rather than the library, or jointly owned by two organizations; the CDL sent us samples of copyright agreements to adapt.
6. During the month of August, Greg attended training in project management and the use of the cataloging software that had already been taken by Senior Librarians Robin Masters and Julie Shen. Roger asked another local photographer to take sample digital photos of some photographs according to the project standards, to see if he could digitize the photos instead of sending them to the scanning vendor; but the

CDL replied that we have to send at least 100 objects to the scanning vendor in order to participate in this project.

- 7. In late September, the CONTENTdm cataloging software was installed on Greg Ullman and Robin Masters' computer stations. Roger Possner publicized the project in the city's newsletter, and invited anyone with an interest in the project to the September 27 meeting of the Friends of the Covina Library to discuss the project.
- 8. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.**
- 9. Roger is working on resolving the copyright and Internet publishing permissions for our first 50 photos in order to send enough images to the scanning vendor. We are hoping to get these issues resolved soon as we are preparing to send our first shipment of photos on November 10. Cataloging should start as soon as we receive scanned images back from the scanning vendor.

- 10. **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.**

- 11. **Note any other present constraints or foreseeable problems that may affect the outcome of the project. How can such problems be overcome?**
- 12. In September and October, Roger met with the photographer who owns many early photos who is refusing to have his photos displayed on the Internet at a resolution where anyone could copy them; his photos may be excluded from our project if he cannot agree with the project standards. Also, the CDL announced that the scanning will be done in Wisconsin, making hand-delivery impossible and this further discouraged the photo owners from allowing their irreplaceable photos to be sent by mail. Roger is proposing to the CDL that we photograph all of the pictures and send duplicate prints or negatives to be scanned.
- 13. We are hoping to get these issues resolved soon as we are preparing to send our first shipment of photos on November 10.

14. **Signature:** Gregory Ullman **Title:** Senior Librarian  
(Please sign in blue ink)

15. **Telephone:** (626) 858-7296 **E-mail:** gullman@ci.covina.ca.us