

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

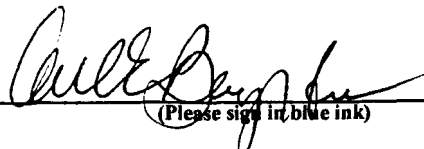
Date: 5/8/06

Grant Award ID #: 40-6403

1. **Grantee:** California State University, Stanislaus
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.** 1) Participated in quarterly project conference call; 2) prepared packing slips and submitted remaining images to vendor for scanning as scheduled; 3) continued creating metadata records for scanned images; 4) uploaded sample file of images and metadata to CDL server; 5) submitted 2nd quarterly report to CSL.
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** 1) Participate in quarterly project conference call; 2) conduct quality control review of metadata records and revise as needed; 3) Load metadata records for all 200 images to CDL server; 4) explore possibility of using CONTENTdm for ongoing digitization of material from special collections; 5) purchase storage device for local storage and preservation of digital files; 6) prepare collection description; 7) prepare 3rd quarterly report to CSL; 8) complete and submit the Digital Asset Submission Package to CDL.
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. n/a

6. Note any other present constraints or foreseeable problems that may affect the outcome of the project. How can such problems be overcome? n/a

7. Signature:  Title: Dean of Library Services
(Please sign in blue ink)

8. Telephone: (209)667-3607 E-mail: cbengston@csustan.edu