

**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:** October 17, 2005

**Grant Award ID #:** 40-6404`

1. **Grantee:** Chula Vista 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.**

In July, the Project Manager, Donna Golden and the Technical Lead, Stephanni Myrum participated in the project kickoff meeting in Oakland. In August, they attended a 3-day workshop in Cerritos on copyright issues, digitization project management and digital image scanning. They also attended a 2-day workshop at the OCLC Western Service Center in Ontario on "Meta Data for Digital Objects" and "Creating Digital Objects with CONTENTdm.

The Project Manager selected 200 photographs to be digitized. An inventory list was prepared for the photographs proposed for scanning. The photographs were selected based on public and school requests and comments. An advisory group was established to help in the identification of photographs with incomplete information such as dates and locations. The advisory group is made up of members of Chula Vista genealogical and historical organizations, the Friends of the Library, as well as the director of the Chula Vista Heritage Museum. Meetings have been held when there were questions.

Some of the photographs originally selected were later determined to belong to the San Diego Historical Society and therefore could not be used for the project. These phototgraphs were exchanged for others.

Archival supplies were ordered for the project (i.e. archival envelopes, storage boxes and shipping

materials). Each of the first 50 photographs was placed in an archival envelope and assigned a unique root identifier that will serve as a key metadata element for that photograph.

The CONTENTdm software was installed and configured on two workstations. The Project Manager and the Technical Lead then began the process of creating metadata for each photograph based on the CONTENTdm controlled vocabulary. They also started to create a local vocabulary.

The Project Manager participated in a conference call on October 6 where specific instructions for shipping were discussed and questions answered regarding the projected timeline of the project.

The Project Manager and Technical Lead prepared worksheets to accompany the photographs that will be sent to Northern Micrographics for scanning.

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

The Project Manager and Technical Lead will pack photographs along with worksheets and send to Northern Micrographics on November 4, 2005.


When the image files are returned by the vendor, the Project Manager and Technical Lead will check for quality control, work with CALIFA to correct errors if necessary and batch import files into CONTENTdm. They will then begin the process of attaching metadata to the digital objects in CONTENTdm.

The Project Manager and Technical Lead will continue to prepare and send photographs to Northern Micrographics on December 9. After receiving them back from the vendor, they will check for quality control, and batch import finalized images into CONTENTdm. Metadata records will then be created for photographs using the CONTENTdm Acquisition Station.

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:  Title: Assistant City Manager/  
 (Please sign in blue ink) Library Director

8. Telephone: (619) 691-5170 E-mail: dpalmer@chulavista.lib.ca.us