

**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: April 24, 2006

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.**

The Project Manager and Technical Lead reviewed photos in the second shipment for clarity when they were returned from Northern Micrographics. As they were fine, they were batch imported into CONTENTdm. Metadata records were then attached to the digital images.

The photos selected for the third shipment were placed in archival envelopes and assigned the unique root identifier. Worksheets were prepared to accompany the photos. The photos were sent to the vendor on January 13. Quality control was performed when we received the photos back and metadata was then created.

The same process was followed for the fourth shipment of photos which was sent on February 17.

On March 9, the Chula Vista Public Library held its annual Professional Development Day. This year, the Project Manager and Technical Lead presented a mini-workshop to staff on the Local History Digitization Project. Many of the photos that have been digitized were displayed and questions were answered about the advantages of digitization and how the photos were chosen for the project. Staff response was very gratifying and this workshop had one of the highest numbers of attendees.

The Project Manager and the Technical Lead participated in the 2nd/3rd quarterly conference call on March 14.

Archival supplies were ordered in March.

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

The Technical Lead will finish creating metadata from the 4th shipment and reviewing metadata already uploaded for errors.

More archival supplies will be ordered.

The Project Manager and the Technical Lead will work with the City of Chula Vista's Web Designer to create a dedicated Homepage for the Chula Vista Public Library's digital images.

A press release about the library's digitization project will be distributed by the City's Office of Communication to the City of Chula Vista's website and various newspapers and historical organizations.

It is the library's hope to continue to digitize its photo collection. To that end, we are investigating pricing/licensing options and costs for continued access to CONTENTdm.

- 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: Donna Golden Title: Librarian III
(Please sign in blue ink)

8. Telephone: (619) 691-5287 E-mail: dgolden@chulavista.lib.ca.us