

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 24, 2006

1. Grant Award ID # 40-6404
2. Project Title John Rojas Photograph Collection
3. FY 2005/2006
4. Total project period July 2005 – June 2006
5. Grantee Chula Vista Public Library
6. Address 365 F St., Chula Vista, Ca. 91910
7. Contact Donna Golden 8. Telephone/E-mail dgolden@chulavista.lib.ca.us

9. Needs.

The intent of the project was to make historical photographs accessible online and to preserve the original copies. There was no online access to the collection. Each time the photographs were handled, photocopied or scanned, the originals were placed in jeopardy of deterioration. The library needed to make sure that its photographs were stored and handled in accordance with archival standards. Archival storage boxes and sleeves were needed to preserve the photographs. Patrons wishing to view any of the photographs had to make an appointment with the library's local history librarian and a trip to the library.

Applicant Jurisdiction: Chula Vista Public LibraryProject Title: John Rojas Photograph Collection

10. Project abstract.

The Chula Vista Public Library received an LSTA grant to protect historic photographs in the John Rojas Photograph Collection from deterioration through the process of digitization and to improve access to users by making them available online through the library's online catalog.

Grant funds from the California State Library were used to scan and digitize 200 photographs and to create an online photographic archive accessible by subject, name and keyword. Additional CSL LSTA program support funds were found and our library was able to have an additional 25 photographs scanned by Northern Micrographics. By supplying training and supplies for the Local History Librarian and Library Technician, this grant allowed the library to make a start in digitizing its collection.

The John Rojas Photograph Collection includes photographs with regional and national significance documenting the history of Chula Vista and its surrounding area. From a national perspective, the collection documents Chula Vista's importance as the "lemon capital of the world." Issues relating to changing architectural styles in California, city development, the citrus industry, and aviation are presented in the collection.

At the conclusion of the project, a broad audience comprised of local historians and genealogists, third graders studying local history, commercial establishments, local organizations, and property owners documenting architectural design changes in historically significant homes and buildings, will have access to these historical photographs. Access to the photographs will be available on a 24-hour basis via the library's online catalog.

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11. Project accomplishments.

Project staff started the project by attending initial orientation to the grant in Oakland, California, followed by five workshops in Cerritos and Ontario in "Copyright Issues for Digitization Projects," "Digitization Project Management," "Digital Image Scanning," "Metadata for Digital Objects," and "Creating Digital Objects with CONTENT-dm."

Our primary accomplishments were the identification and research of 200 historical photographs of Chula Vista and the scanning of the images by Northern Micrographics. A total of 200 catalog records (metadata) were created by project staff and will be added as MARC records and imported to OCLC. In May, additional CSL LSTA funds were found to have an additional 25 photographs digitized. Project staff also created metadata for these images. When the collection is made available to the public through the library's online catalog via the web, in December 2006, users will be able to search the collection by subject, name, and keyword. These scans and MARC records will also be accessible via the Online Archive of California and Worldcat.

Each of the photographs used in the project was placed in an archival sleeve and archival storage box for preservation. Making the scans available online will make copying the photographs easier and protect them from wear and deterioration.

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12. Subjective evaluation.

We were able to meet the majority of our objectives during the project: identification of 200 historical photographs, cataloging, scanning and preserving them in archival sleeves and boxes. However, we were not able to get the collection online during the grant period.

Project staff will work with the city's Webmaster to put information about the project on the city's and library's website by December 2006. In collaboration with the city of Chula Vista's Community Relations Manager and the Office of Communications, we will design and print a brochure that details this collection. A press release will be distributed by the city's Office of Communications to the City of Chula Vista's website and various local newspapers and historical organizations. The project will also be advertised through the Friends of the Library's newsletters, the library's "Collections" newsletters distributed to library donors and Friends of the Library, the library's monthly calendar and through flyers in the library and Heritage Museum. Members of the Heritage Museum Society will publicize the collection during local history presentations given to elementary school students.

All of the records and photographs will be accessible via the Online Archive of California by this Fall.

13. Project continuation.

The library has purchased a contract with CONTENT-dm that will allow us to digitize 10,000 images. The project will be continued with additional photographs being scanned and preserved at the Chula Vista Public Library. We will be able to provide high quality prints at full cost recovery. The library will continue to contribute metadata and scans of the photographs to OCLC.

As part of the "Chula Vista Public Library's Strategic Plan," the library has made a commitment to local history. To that end, it has made the position of Local History Librarian, a full-time position and will assign a Library Technician to work part-time on digitizing local history photographs and textual materials.

The longevity of the library's local history collection depends on the continuing commitment to management, preservation, and care.

14. Signature/Date *Denna Golden* *7/24/06*

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