

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

**Quarterly Narrative Report**

CALIFORNIA STATE LIBRARY  
 LIBRARY SERVICES AND TECHNOLOGY ACT  
 2005 OCT 01 PM 1:00

**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:** 10/20/05

**Grant Award ID #:** 40-6407

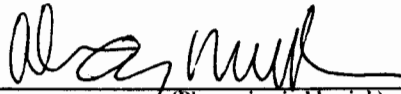
1. **Grantee:** Glendale Public Library
2. **Project:** Local History Digital Resources Project
3. **Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.** The first quarter of the project has been dedicated to staff attending the required CSL/CDL sponsored training program; confirming final selection of the 200 items to be digitized; and beginning to document preliminary metadata for the items. The later part of the quarter has been spent on ordering supplies needed for the project including archival supplies to house the materials during transit to/from the vendor, and to properly house the materials in the future, and shipping supplies. Emphasis has been placed on having 50 items ready for the first scheduled shipment to the vendor. Much time has also been spent on determining copyright clearance for these items, and having internal meetings with library staff about the project. The CONTENTdm acquisitions station has been installed on two staff computers, and staff is beginning to test using the software. Staff has also been involved in developing a service plan, and a survey related to Glendale History and Special Collections has been posted to the library's website. A community meeting is being planned for November.
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** Staff will continue creating metadata for the selected items and preparing them for shipment to the vendor. First shipment to vendor is scheduled for November 11, 2005 and it is expected that this shipment will be returned and ready for review by November 25. Errors will be reported to the vendor and CALIFIA. The images from the first shipment will be loaded into CONTENTdm and cataloging staff will finalize metadata creation. Work will continue on having the next 50 items ready to

ship by mid-December. Supplies will continue to be ordered as future needs are identified. The community meeting will be held, and input from the survey will be gathered.

- 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: Senior Library Supervisor  
(Please sign in blue ink)

8. Telephone: 818-548-2010

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