

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 26, 2006

Grant Award ID #: 40-6408

1. **Grantee:** Humboldt State University Sponsored Programs Foundation/ HSU Library
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.** In the 3rd quarter we continued work on completing copyright negotiations and completed selection of the maps with the invaluable help of a local researcher/consultant. We sent our last two shipments for scanning, and uploaded the first 75 items to the project website with preliminary metadata. The metadata for our 15 sample records were accepted by the project manager. At the vendor's request, our last 2 and 1/2 shipments, all maps, were pulled from the scanning queue to be processed by a subcontractor.
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** This quarter will be devoted to completing metadata for all records and creating the collection page(s). As an unexpected bonus, we have been able to involve two more staff members in the project. They have been training on describing photos for our Humboldt County Photograph Collection database (Access based, web searchable through PHP and MySQL) and were delighted of the opportunity to apply this metadata training to the LHDRP project and to experience a different database approach.
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? The primary constraint will be related to the large file sizes connected with the maps. We are keeping in close touch with the project leaders on this.

7. Signature:  Title: Special Collections Librarian
(Please sign in blue ink)

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