

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

**Quarterly Narrative Report**

COURTESY OF  
KERN COUNTY LIBRARY  
RECEIVED 10/27/05

**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 27, 2005

**Grant Award ID #:** 40-6410

1. **Grantee:** Kern County 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.**

The Grant team members David Gibbs, Katherine Ross and Margaret Pelz reviewed project documentation including the Project Handbook. David attended the LHDRP kick-off meeting on July 28. Katherine and David attended the CSL/CDL sponsored training in August: Copyright Issues in Digitization Projects, Digital Image Scanning, Digitization Project Management, Metadata for Digital Objects and Introduction to CONTENTdm.

The two activities developed for the service plan were a pre-project survey and the community scan. The community scan was implemented on September 15, 2005 and is ongoing. Statistics from the community scan for September are attached. The pre-project survey was created and will be put on the Library website at [www.kerncountylibrary.org](http://www.kerncountylibrary.org) in October. The post-project survey is still in review.

Photograph selections were finalized for the project and team members began researching metadata. The CONTENTdm software was installed and configured in September. David participated in a conference call to discuss the procedure for outsourcing photographs to the scanning vendor.

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

In the next quarter, metadata samples will be prepared and sent to CDL for review. A list of supplies for the preservation of the original photographs and scrapbooks used in the project will be compiled and ordered in November. Plans for additional preservation uses of grant funds will be developed. Kern County Library will begin submitting photographs to the scanning vendor November 16-18. Katherine and David will begin creating metadata records for the photographs when they are returned from the vendor and reviewed.

- 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? Not at this time.**

**7. Signature:** Barbara Swanson **Title:** Librarian  
(Please sign in blue ink)

**8. Telephone:** 661-868-0791

**E-mail:** david.gibbs@kerncountylibrary.org

SNAPSHOT: 1<sup>ST</sup> QUARTER COMMUNITY SCAN RESULTS  
JULY 2005 THROUGH SEPTEMBER 2005

Local History Digitization Grant

How often do you use Kern County Library's Local History Room?	Daily 1	Weekly 3	Monthly 1	Yearly 5
How often do you use photographic materials in Local History?	1	4	1	4
What type of photographic materials do you use? (check all that apply)	Architecture 2	History 10	Other/Map 1	
	Celebrations 4	Industry/Agriculture 5	Other 1	
	Education 6	Natural Disaster 6	People 10	
How often would you use an online archive of historical photographs?	Daily 2	Weekly 3	Monthly 3	Yearly 2
Comment: "Good idea! If online, often!"				