

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: January 17, 2006

Grant Award ID #: 40-6410

1. **Grantee:** Kern County Library System
2. **Project:** Local History Digitization Project
3. **Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.** Grant team members Katherine Ross and Margaret Pelz ordered supplies for the preservation of original photographs being used in the project. Grant team member David Gibbs participated in the October 4 conference call, which addressed the photograph scanning vendor and insuring the photographs. In November, the first shipment of 50 photographs was sent, and the first cd's of digitized images were received. David and Katherine reviewed the digital images; image quality was excellent and comments to CALIFA mentioned only two photographs for re-scanning. Work began on metadata. David and Katherine attempted to upload a sample set of 20 records. The service plan aspect of the project is being carried out with an online component--the Pre-Project Survey--and an in-library questionnaire--the Community Scan. The Pre-Project Survey was posted to the Library website at www.kerncountylibrary.org, and results are being received. Community Scan questionnaires are also being received and tabulated (see attached statistics). Other goals met this quarter were developing the online post-project survey questions, scheduled to be put on www.kerncountylibrary.org in June 2006.
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** Goals for this quarter include: Developing publicity about this project by preparing a Local History brochure spotlighting the Local History Digitization Project, incorporating local artists and prior digitization projects, for distribution when the site will be available to the public.

Contacts will be made with at least five agencies, museums, or educational agencies, historical and genealogical societies and/or local art and local building preservation societies or photography businesses to schedule presentations and brochure distribution next quarter. Additionally, plans will be developed to enhance the Local History website at www.kerncountylibrary.org, by creating the functionality of online Local History questions, and highlighting this digitization project with links to other digitization projects, the 1st year of this current project, and LC digitization links.

____ The second, third, and fourth shipments of photographs will be prepared and sent; the returned digitized images will be reviewed. Any necessary comments or feedback on the images will be forwarded to CALIFA. Katherine and David will coordinate with Adrian Turner of California Digital Library (CDL) on upload of the first set of metadata. After the first upload is verified, metadata entry will continue. Local History department storage options will be reviewed and reorganized with preservation as a priority. The Pre-Project Survey and Community Scan will continue as well. Another goal will be to train Local History staff on Scanning Techniques.

- 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?** We do not foresee any significant constraints or problems.

7. **Signature:** David Gibbs **Title:** Librarian
(Please sign in blue ink)

8. **Telephone:** 661-868-0791 **E-mail:** david.gibbs@kerncountylibrary.org