

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 June 29, 2006

1. Grant Award ID #40-6411
2. Project Title Local History Digital Resources Program

3. FY July 2005 - June 2006
4. Total project period July 1, 2005 – June 30, 2006
5. Grantee Marin County Free Library
6. Address 3501 Civic Center Dr., Suite 427, San Rafael, CA 94903
7. Contact Laurie Thompson 8. Telephone/E-mail (415) 499-3661/ljthompson@co.marin.ca.us
9. Needs.

Because our primary source materials are fragile and often unique, their use has been limited to serious researchers. By participating in the Local History Digital Resources Project, the Anne T. Kent California Room, Marin County Free Library, was able to make digital replicas of a portion of the collection's photographs which will greatly increase the future usage of these materials, via the California Digital Library and the Anne T. Kent California Room Digital Archive. In addition, we learned and adopted digitization and metadata methodology that meet California State standards.

One of the California Room's most significant collections is a large group of materials on the history of San Quentin Prison, donated to us by Dr. Leo Stanley, a surgeon at that institution for 38 years. Among the 70 plus items he left to us are 3 photograph albums and 197 loose photographs, documenting the history of the prison and its inmates. These images paint a compelling picture of prison life during Dr. Stanley's tenure there, and contribute to a better understanding of the oldest prison in the California State prison system. From this collection we have digitized 13 photographs documenting prison life at San Quentin, 1910-1915, from an album given to Dr. Stanley by San Quentin guard, Richard M. Smith. We also digitized 58 photographs depicting a 1930 San Quentin Field Meet sponsored by the San Francisco Olympic Club. In those days, this meet was known as the "Little Olympics" and, in addition to field events, included a "grand parade of athletes", stage entertainment, and other activities. All of the photographs shed light on the history of San Quentin Prison and California's criminal justice system as well as on the history of Marin County.

The second group of materials digitized for this project are photographs from the Kent Family collection. The Kent Family, a prominent family who settled in Marin County in 1871, owned much of the land now comprising the town of Kentfield as well as significant property in an area which became Mount Tamalpais State Park. William Kent was the Congressman for Marin County from 1910-1917, and a key member of the "progressives". It was he who purchased Redwood Canyon, now Muir Woods National Monument, to save the ancient Redwoods for posterity. During his tenure as Congressman, he was a sponsor of the act which created the first National Park Service. Photographs and ephemera in the Kent Family collection reflect that family's philanthropy to local causes, as well as their dedication to conservation, both of which significantly shaped the early development of Marin County and served as models for the state and nation. From this collection, we have digitized the following groups of photographs 1.) 24 photographs, 1909-1912, documenting the May Day festival held annually in Kentfield at the Tamalpais Centre 2.) 8 photographs of the Grape Festival (a benefit for The Presbyterian Orphanage & Farm), held on the Kent Family property in Kent Woodland, circa 1925; 3.) 2 photographs of the original Kent Family home in Kentfield, late 19th century; 4.) 1 photograph of the Tamalpais Centre, 1950, right before it was demolished; 5.) 3 19th century views of Kentfield; 6.) 4 photographs of the pistol shoot held on the Kent Family property, c.1930; 7.) 21 photographs of Muir Woods, circa 1910-15, including the dedication of the Gifford Pinchot tree in Muir Woods, 1910. 8.) 66 photographs documenting the 1906 San Francisco Earthquake and Fire.

Applicant Jurisdiction: Marin County Free Library

Project Title: Local History Digital Resources Program

10. Project abstract.

Purpose:

To make primary materials from the Anne T. Kent California Room, Marin County Free Library, accessible to a broad public by digitizing them and making them available on the Internet via the California Digital Library's Online Archive of California and the Marin County Free Library's Anne T. Kent California Room Digital Archive.

Goal:

During fiscal year 2005-2006, digitize and create metadata for 200 historic photographs in the Anne T. Kent California Room, Marin County Free Library.

Objectives:

Outsource for digitization 200 photographs from the Kent Family and Dr. Leo Stanley collections in the Anne T. Kent California Room.

Create metadata for the 200 digitized photographs using CONTENTdm software, following California State Library metadata standards.

Upload the digital images and their corresponding metadata to the California Digital Library's Online Archive of California.

Results:

200 photographs from the Kent Family and Dr. Leo Stanley collections were outsourced to Northern Micrographics for digitization and digital facsimiles of the same were received and have been contributed to the California Digital Library.

Corresponding metadata for the 200 photographs, above, was created in CONTENTdm software by Marin County Free Library staff members, following the protocol of the California State Library. This metadata accompanied the digital facsimiles of the photographs which were contributed to the California Digital Library's Online Archive of California.

Items digitized for the LSTA grant (above) will be added to the California Room Digital archive over the course of the next fiscal year, and likewise, materials which already have been digitized for the Anne T. Kent California Room Digital Archive will be retrospectively catalogued in CONTENTdm and added to the Online Archive of California in future years.

The Marin County Free Library will digitize and create metadata for additional photographs during fiscal year 2006-2007, and add them to the CONTENTdm acquisition station maintained by the California State Library. We will also seek funding to acquire our own CONTENTdm software. In future years, the Marin County Free Library will continue digitizing and creating metadata for the Anne T. Kent California Room's primary source materials and make them accessible to the public by contributing to the California Digital Library and by developing the library's own digital archive.

(Do not attach additional pages)

Applicant Jurisdiction: Marin County Free Library

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11. Project accomplishments.

Primary Goal

By creating digital facsimiles and corresponding metadata for 200 photographs documenting the history of Marin County and California, we are able to disseminate these items to a much broader public, via the searchable Online Archive of California database, while preserving the fragile originals for posterity.

Objective:

Make Anne T. Kent California Room primary source materials accessible to a broad public.

All of the photographs digitized and catalogued for this grant are kept in a locked cabinet and are only available to serious researchers. Until they were digitized, they were only used by 4-10 patrons/year. Now that they are digitized and catalogued in a searchable database they will be available to more patrons, via the Anne T. Kent California Room Digital Archive as well as via the California Digital Library's Online Archive of California. Through the Anne T. Kent California Room Digital Archive, launched in April, 2003, we have experienced a dramatic increase in users for those photographs and oral histories that we offer in digital form. For example, 42 San Quentin photographs which were digitized in late 2004, were used by 945 patrons in January of 2005. We expect similar or better usage statistics for the San Quentin and Kent Family photographs digitized for this grant.

Objective:

Learn how to create metadata for digital objects, following California State Library Standards.

During the course of the grant, Anne T. Kent California Room staff members received training in the use of CONTENTdm software, allowing us to create metadata for 200 photographs. With this new skill, we will be able to catalog all of our digital objects, making them searchable, and allowing us to be an ongoing contributor to the California Digital Library.

Objective:

Learn and adapt California State Library Standards for digitizing primary source materials.

During the course of the grant we learned the standards and protocol for digitizing photographs and other source materials. Money received from the grant, allowed us to purchase a high-quality scanner. With these new tools, we will be able to digitize, archive and disseminate, the rest of our photograph collection as well as other source materials.

Objective:

Preserve our historical photographs for posterity.

By creating digital surrogates of 200 historical photographs, we greatly reduce the handling of the originals. In addition, money received from the grant allowed us to purchase archival polyester sleeves and preservation enclosures for 5000 loose photographs in the California Room collection, significantly improving the physical preservation of our photograph collection.

Objective:

Provide information on Marin County and California history to school children and the general public.

The Anne T. Kent California Room Digital Archive and the Online Archive of California allow us to give presentations in the library and at schools using our historic photographs. We regularly show groups of school children how they can obtain information about Marin and California history by using the Anne T. Kent California Room Digital Archive and the California Digital Library's Online Archive of California. We are also able to create facsimiles of the photographs we have digitized for use in exhibits and for children to use in their reports.

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12. Subjective evaluation.

Though the Anne T. Kent California Room, Marin County Free Library, had initiated a digital archive of its own before receiving this grant, we were lacking a key component: the ability to create metadata, which would make our digital archive searchable. This grant has given us a template for creating metadata and taught us how to manage the metadata using CONTENTdm software.

In the immediate future, the 200 images digitized and catalogued for this grant will be accessible and searchable on the Online Archive of California. These same images will also be added to our own digital archive.

In the longer term, we will raise funds to acquire our own copy of CONTENTdm software so we can continue cataloguing our historic photographs and other source materials and we will work with the Library's webmaster to make our digital archive searchable.

In addition, as we add new materials to our own digital archive, we will also contribute these same materials to the California Digital Library.

13. Project continuation.

The Marin County Free Library is committed to digitizing and preserving the source materials in the Anne T. Kent California Room. To this end, a full-time digital archivist position has been created and the library is looking for funds to acquire CONTENTdm software. Over the next year, the California State Library will allow us to continue to use their copy of CONTENTdm software to add 60 new images to the Online Archive of California. It is our intention to continue adding historic materials to both the Anne T. Kent California Room Digital Archive and the California Digital Library's Online Archive of California in the years to come.

14. Signature/Date

 June 29, 2006

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