

California State Library
Library Services and Technology Act

Quarterly Narrative Report

2005 NOV -1 PM 1:15

2-4-112

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

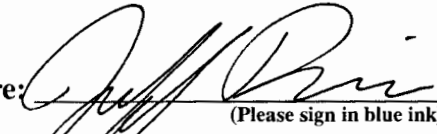
Date: 10/24/05

Grant Award ID #: 40-6405

1. **Grantee:** Mission Viejo Library
2. **Project:** Local History Digital Resources Project (2005-2006)
3. **Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.** Two staff members, Jeff Price and Thea Blair attended the 5 workshops in support of the project. Also, working closely with the Mission Viejo Heritage Committee, we worked on selecting the first 50 items to be sent out for digitization. The Committee is also working on selection of the rest of the items to be digitized and filling out in-house worksheets for the creation of the metadata. We also have put together a purchase order for archival quality storage and shipping materials. Thea Blair and other technical serverices personnel is working closely with the CONTENTdm program to understand it's function and to help create the metadata for the objects.
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** Continue in selecting materials and creating records in CONTENTdm. Also, with the first set of images returned from the vendor, do a quick quality control of the files to ensure that they are properly represented.
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: Reference Librarian
(Please sign in blue ink)

8. Telephone: 949-830-7100 ext 4019 E-mail: jprice@cityofmissionviejo.org