

**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: 1/31/06

Grant Award ID #: 40-6412

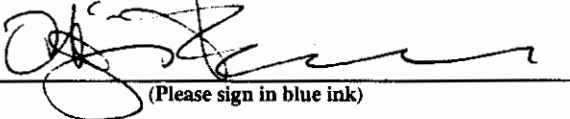
1. **Grantee:** Mill Valley Public Library
2. **Project:** Local History Digital Resources Program
3. **Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.** The significant activities of this quarter were to select and ship our first group of fifty photos, download the acquisition software, and actively promote the digitization project to our Library Board, The Mill Valley Historical Society, and the community. We also hired a new History Room librarian who started in early December. This new person will assume responsibility for most of the cataloguing and future photo selection. The selection of photos necessitated a steep learning curve in copyright issues made more difficult by the lack of information about photos in our collection. This prompted us to begin research on many of our photo donors, rethink our somewhat lazy approach to copyright, and begin to revise our use policy. Promoting our collection and making it more accessible are two important project-related objectives.
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 we will refine our selection for the next shipment of photos to make sure we are getting an equal representation of the different themes we want covered. We will begin using History Room docents to supplement information about photos with their personal knowledge as well as using some sources that contain local information. We will continue our efforts to refine our copyright and use policy for our collection which will also help us implement this project. We will probably decide on the purchase of a scanner, camera, and printer, equipment that will improve the access to our collection and allow us to continue our digitization goals after the end of the this grant. We will set a schedule to catalog our photos to make sure we work at a reasonable pace to finish cataloguing

the photos by the end of the project. We will also evaluate the software to see if it will meet our future needs after the grant ends.

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. We are slightly behind schedule in using the acquisitions software as we had not batch imported finalized images into ContentDM by the end of this quarterly reporting period. We had downloaded the software, looked at the functions, and had begun to compile the necessary information for the various fields. We wanted our new History Room hire to learn the software and therefore decided to wait until that person was in place rather than starting with one person and passing the responsibilities on to the next. This is the corrective action that is now in place and will both get and keep us on track for the rest of the project.

6. **Note any other present constraints or foreseeable problems that may affect the outcome of the project. How can such problems be overcome?** The present disorganization of our History Room and photo collection and lack of information about the origin and conditions of our photographs has made selection and determination of copyright difficult. These issues have made us focus attention and try to ascertain the conditions of bequest, and to propel us to implement procedures to establish better practices for the future. The structure we are putting into place now will help us implement the rest of the project as well as put us in much better standing in general.

7. **Signature:**  **Title:** Deputy City Librarian
 (Please sign in blue ink)

8. **Telephone:** 415-389-4292 ext. 115 **E-mail:** abrenner@cityofmillvalley.org