

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 7-28-06

1. Grant Award ID # 40-6412
2. Project Title Local History Digital Resources Program
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3. FY 06/07
4. Total project period 07/01/05-06/30/06
5. Grantee Mill Valley Public Library
6. Address 375 Throckmorton Avenue
7. Contact Anji Brenner 8. Telephone/E-mail 415-389-4292 ext. 115
 abrenner@cityofmillvalley.org
9. Needs.

Our primary need was to make the collection easily accessible to children and adults either through interactive, remote access, or in the History Room 24/7. The need for children to access the collection is closely tied to the third grade local history project that has been assigned for over 25 years. We projected 3500 children would want information over the next decade. Hobbyists, railroad enthusiasts, genealogists, historians, writers, and journalists have all used the collection over the years and have had difficulty locating materials because of limited access. We identified needs from people outside our immediate community due to interest in Mt. Tamalpais, Muir Woods, the Dipsea Race, the Mountain Play, and the Mt. Tamalpais and Muir Woods Railway. The collection is also important because it contains images documenting pioneers, early conservation efforts, and turn-of-the-century leisure activities on the Mountain.

Applicant Jurisdiction: Mill Valley Public LibraryProject Title: Local History Digital Resource Program

10. Project abstract.

The purpose of the project was to provide a depiction of life around Mt. Tamalpais and Muir Woods at the turn of the century and make it easily accessible to both our immediate community and to a much broader audience interested in early California life. Another important goal of the project was to preserve and archive the collection. Electronic access will allow us to preserve the fragile historic materials in our collection. We have long known that limited access to our aging collection both in terms of hours that our History Room is open and organization and retrieval has been a significant impediment to access by the community. The goal of the project was to significantly improve access and eliminate any possibility of further deterioration of the vintage collection of period photographs.

Our short-range objectives included:

- Completion of a pilot project (the local history digital resource grant program) of digitizing 200 representative photographs to prepare ourselves to undertake the digitization of our entire historic collection of photographs, maps, oral histories, letters, and ephemera.
- Raising awareness in the community of the valuable historic collection at the Mill Valley Public Library and the need to improve access and preservation.
- Acquiring equipment and expertise to provide access on-demand service to the community.
- Provide immediate better access to the collection through multiple access points

Our long-term objectives included:

- Utilizing the skills and experience gained during the pilot project to eventually create an electronic library of all our historic resources.
- Supporting the current needs of the third graders along with the entire academic community for local historical information.
- Providing ongoing education of the rich heritage of Mill Valley history through high-end exhibits made possible through the digitization of the collection.
- Collaborating with the Mill Valley Historical Society to continue to bring knowledge of local history to the Mill Valley community.

Results include:

- Pilot project was completed on time. Equipment and software were purchased. The experience has positioned us to continue our digitization efforts beyond the scope of the grant.
- Raised awareness in the community by multiple presentations and strategic meetings with key members of the community and generated increased support to continue our digitization efforts. Our Foundation is using our project as a springboard for securing an endowment to assure the continuation of funding for digitizing the entire collection.
- Positioning ourselves to achieve the long-term goals and objectives through increased collaboration with schools and the experience gained from the initial grant.

The grant was an important step in preserving our valuable collection and a worthwhile experience for the knowledge gained in preservation and archiving the collection.

(Do not attach additional pages)

Applicant Jurisdiction: Mill Valley Public Library

Project Title: Local History Digital Resource Program

11. Project accomplishments.

- Completion of a pilot project of digitizing 200 representative photographs to prepare ourselves to undertake the digitization of our entire historic collection of photographs, maps, oral histories, letters, and ephemera.

We created a database of 200 images that can be accessed through the California Digital Library and through links on our own website.

- Raising awareness in the community of the valuable historic collection at the Mill Valley Public Library and the need to improve access and preservation.

Introduced the concept of electronic access to the collection in multiple community presentations, staff training sessions, and strategic meetings as a method of improving organization and access. Also introduced the importance of archiving this information for preservation and future use.

- Acquiring equipment and expertise to provide access on-demand service to the community.

Acquired the necessary staff with the appropriate skills who are poised to continue the next steps in digitizing the collection. Trained the existing staff to understand the concepts of database search and retrieval so they can help meet the needs of the public for access, digitizing, and printing of images. Revised the photographic policy to assure archival presentation and copyright compliance. Established procedures for on-demand photographic duplication, digitization and printing.

- Provide immediate better access to the collection through multiple access points

We have unlocked the potential of the collection by using ContentDM software which provides multiple access points, 24/7 remote access, multiple views, ease of use, and the flexibility of searching.

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12. Subjective evaluation.

The project success is the digitization and cataloguing of the 200 images which will improve accessibility and facilitate increased usage of the collection. Also important is the experience gained and skills acquired by staff to allow us to continue the digitization of the remainder of the collection in the same manner as the initial pilot project. The funding allowed us to purchase the necessary equipment to set up in-house digitization and an on-demand retrieval service. Less successful was our uneven implantation of the project due to unexpected high turnover of library staff.

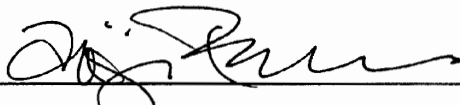
In retrospect, I would have elected not to implement the grant in a year filled with so much unanticipated transition. Preparation measures we could have undertaken to alleviate some of the stress would have been to research, select, and obtain permission for all of the photos prior to the start of the grant. This would have required educating ourselves ahead of time on copyright issues. We spent a lot of precious time trying to establish copyright status and obtain permission where necessary.

The Mill Valley Historical Society, The Library Foundation, and the Library Board of Trustees are all very pleased with the results of the initial pilot project and very encouraging of the continuing digitization of our collection.

13. Project continuation.

We did plan to continue digitization and we are ready to utilize the ContentDM software with our scanning equipment to digitize the rest of the collection. We feel we are actually ahead of schedule because of the enthusiastic reception from our library support groups and key individuals in the community. We have an extended plan in place to digitize the entire collection, and to provide on-demand electronic and print access. City Council approved continued funding for the staff component of our digitization project. We refinanced our library bond and will use some of the money to provide a state-of-the-art facility for continued preservation, access, and promotion of this historic collection. We have only increased services and have not eliminated anything.

14. Signature/Date



02/28/06

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