

**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: 1/30/06

Grant Award ID #:

- 1. Grantee:** Oakland Public Library
- 2. Project:** Local History Digital Resources Project
- 3. Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.**

The first shipment of materials for digitization was made to the vendor and the results were examined for quality control, with several items selected for rescanning. During this process, we learned that quality digitization through this program is possible only for items that are appropriate for scanning on a flatbed scanner. This required further dimounting of various images previously chosen for the project and will result in less-than-ideal scans being posted to the Online Archive of California at the completion of this project.

A second shipment, along with the items accepted for rescanning, was shipped to the imaging vendor. Results of this scans will be available early in the third quarter of the project. At the end of this quarter, one half of the materials included in this project have been selected and delivered.

Following the receipt of the digital files from the vendor, descriptive records were produced using the ContentDM platform, a library assistant having been hired and trained to assist in this portion of the project. A set of these records were chosen for placement on the appropriate web-server for staff of the California Digital Library to assess for compliance with metadata standards. This library's contributions were in compliance.

An internal committee met to carry out assignments relative to this grant and work on development of a service plan as required in this project under the terms of the LSTA. To assure community participation in the

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preparation of this plan, and to establish policies relative to a digital collection here at the Oakland Public Library, a community meeting has been scheduled for early in the third quarter of this project, with invitations delivered to individuals familiar to the library who represent a broad base of interest in the local history and community development components of the library's collection. A facilitator has been chosen to host the meeting. Selection criteria will be established based on the interests expressed during this meeting and will be applied to complete the selection of materials for this project.

4. Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.

Selection criteria will be established as part of the service plan, both of which will be completed during the next quarter. These will incorporate commentary received during the community meeting, scheduled in February. Quality control will be completed for the second shipment of materials and a third and fourth shipment will be completed.

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?

Restraints caused by the technical limitations of the scanning vendor will result in some lower quality digital images being posted to the Online Archive of California.

7. Signature: Aedie Rodd Title: Supervising Librarian
(Please sign in blue ink)

8. Telephone: 510-238-6932 E-mail: 1rodd@oaklandlibrary.org