

**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 July 28, 2006

1. Grant Award ID # 40-6415

2. Project Title Local History Digital Resources

3. FY 2005-2006

4. Total project period 1 year

5. Grantee Richmond Public Library

6. Address 325 Civic Center Plaza, Richmond, CA 94804

7. Contact Linda Holmes 8. Telephone/E-mail linda\_holmes@ci.richmond.ca.us

9. Needs.

Clients need to have access to the photograph collection in a digital format, as opposed to just the hard copy of the photographs. They need to have any documentation which describes or identifies the photographs. They also need to be able to access the collection without coming to the library.

Applicant Jurisdiction: Richmond Public Library

Project Title: Local History Digital Resources

## 10. Project abstract.

The purpose of the project was to digitize 200 photographs from the Richmond Public Library's historical collection in order to improve access to the collection, to better preserve the photographs due to reduced handling, to increase resource sharing among the library and users, and to create further interest in the collection by making the photographs available over the Internet. The idea for the project resulted from several factors: 1) The photograph collection has been used heavily over the years by researchers, students, historians, filmmakers, scholars and others interested in the history of Richmond. However, in order to use the collection, patrons had to come to the library. 2) In 2000, Richmond's Marina Bay south shoreline was designated the Rosie the Riveter World War II Home Front National Historical Park. Library staff anticipated that once the park was completed, there would be more requests for information on Richmond. 3) In 2005, the City of Richmond celebrated its Centennial with a yearlong series of special activities. The library loaned KCRT, the local access cable television station, over one hundred historical photographs which it aired continuously. This greatly increased the visibility of the photograph collection. The project was viewed as an excellent start to providing greater access to visual information on the City of Richmond.

The objectives were as follows:

- 1) Attend five mandatory training sessions on Digitization Project Management, Digital Image Scanning, Copyright Issues in Digitization Projects, and Introduction to CONTENTdm 4.
- 2) Select 200 primary source materials for digitization.
- 3) Prepare an inventory of the items proposed for scanning.
- 4) Pack the primary source materials, prepare the imaging vendor worksheet, send materials via UPS to the scanning vendor. Examine the images sent from the vendor and send the results to CALIFA.
- 5) Load the CONTENTdm4 Acquisition station on two computer stations and create metadata for each item. Address copyright issues for all materials submitted.
- 6) Involve the community with two activities: 1) A pre-project survey and a post-project survey and 2) a community scan.
- 7) Submit digital assets to the CDL for preservation and access services.
- 8) Incorporate local history digital resources into the library's ongoing service plan.

The results were as follows:

- 1) Five training sessions were attended.
- 2) 200 primary source materials were selected for digitization.
- 3) An inventory of items proposed for scanning was prepared.
- 4) The materials were packed with imaging vendor worksheets and sent via UPS to Northern Micrographics, in three separate shipments. Upon receipt, the images were evaluated and the evaluations sent to CALIFA.
- 5) The CONTENTdm 4 Acquisition station was loaded on to two computer stations. Metadata was created for each item and copyright issues were addressed for all items.
- 6) A pre-project survey was taken and 100 responses tallied. A post-project survey will be undertaken as soon as the images become available from the CDL. A community scan was advertised and scheduled for June 22, 2006. The daughter of the first City Manager brought an enormous scrapbook of photographs of the launching of the Liberty Ship William S. Byers. She also identified all of the people in the photographs.
- 7) The 200 items were submitted to the CDL for preservation and access services.
- 8) The staff plans to continue digitizing 60 photographs with CONTENTdm 4 during the next project year. These new photographs will represent the "now" aspect of the historical photographs used in this project.

(Do not attach additional pages)

(Do not attach additional pages)

Applicant Jurisdiction: Richmond Public Library

Project Title: Local History Digital Resources

## 11. Project accomplishments.

Richmond has, since it's founding, been one of the industrial hearts of the San Francisco Bay Area. Part of the greater goal of this project was to make that fact known to as wide an audience as possible. The worldwide web makes that a dream come true. To do this we digitized 200 photographs which depict that fact, plus other important events and moments in the city's history, notably the crucial role the city played in this nation's effort to achieve victory in World War II. The metadata generated for each photograph was meant to provide as much public access as possible to these 200 photographs. We conducted a survey of library users (with surveys sheets distributed at other sites besides the library) and received 100 responses. The project was made known to the Richmond community and surrounding cities through the local newspaper and television as well as through as much word of mouth as we could generate. The online existence of these 200 photographs will protect our fragile and invaluable collection from wear and possible theft, as well as expanding awareness of its existence. The equipment we purchased will now allow the library to photographically document the city into the foreseeable future. As of this writing our 200 photographs don't yet exist online through CDL, so we cannot say how the project has affected the client group. The CD-ROMs with the 200 photographs, the equipment purchased which will allow us to photograph Richmond now, and in the future, our continuation of the project through 2007 when we will add 60 more photographs, plus the knowledge gained by the project staff, are all evidence that this project took place and we participated in it.

Applicant Jurisdiction: Richmond Public Library

Project Title: Local History Digital Resources

12. Subjective evaluation.

The goals and objectives required by the granter were all met. There were no failures on the part of the project staff. We were disappointed by the response to the community scan (only one person, who was in her twenties during World War II, provided us with photographs and personal information), but project staff publicized the scan itself, and its importance as best as they could. If we could go back and do it again, we might target the community scan towards our seniors' groups rather than blanketing the community with our requests. At the time, this seemed to be the best approach based on past experiences and receiving 100 responses to our community survey. There has not been any evaluation of the project by any outside party or advisory committee. Our library is grossly understaffed. The reference staff spends about three quarters of it's time on the public desk. This project was very, very labor intensive. Both members of the project staff feel we performed with utmost excellence during the entire course of this project.

13. Project continuation.

The staff plans to continue digitizing 60 photographs with CONTENTdm 4 during the next project year. The Library contributed over \$3,000 in order to purchase equipment for the project. We will utilize this equipment to photograph buildings and areas which represent the "now" aspect of the historical photographs used in this project. In addition, we have applied for a \$5,000 grant from the local Soroptimist Association to allow us to continue scanning and providing metadata for our photographs.

14. Signature/Date *Linda Holmes*

510-620-6555

Telephone

linda holmes@ci.richmond.ca.us

E-mail