

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: 10/21/05

Grant Award ID #: 40-6419

1. **Grantee:** Southern California Library for Social Studies & Research
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.** During the first quarter, the Project's Director (Library Archivist) attended a project kick-off meeting in Oakland and five days of required training, along with another Library staff member. 200 photographs were selected for digitization, a test shipment was made to the vendor, and the CONTENTdm Acquisition Station was downloaded and tested. The Project Director also participated in the first quarter LHRDP conference call. Additionally this quarter, the Project Director met with the coordinator of a traveling housing exhibit project, who will serve as a partner with the LHRDP project since the traveling exhibit will feature photos that have been selected for digitization.
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** During the second quarter, two shipments of 50 photographs each will be sent to the vendor and metadata records will be created for each photograph. Additionally the Project Director will participate in another quarterly conference call. She will also continue to coordinate with the traveling housing exhibit project's coordinator and community advisory board.
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? none

7. Signature:  Title: Archivist & Project Director
(Please sign in blue ink)

8. Telephone: (323) 759-6063 E-mail: susan@socallib.org