

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.

rec'd 4/27 - Jm

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: 04/20/06

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 third quarter, the Project's Director (Library Archivist) sent the final two (2) shipments of fifty photographs each to the selected vendor for digitization, received the materials in return, and performed a quality control check on the work. The Project Director continued to create metadata records for each photograph using CONTENTdm. Additionally this quarter, the Project Director attended a community meeting to discuss the project with members of interested community groups, such as Collective Space, Coalition for Economic Survival, and the Southern California Association of Non-Profit Housing. The Project Director is coordinating with other Library staff on a traveling housing exhibit, which will feature photographs from the Library's Los Angeles Housing Authority Photograph Collection (see attached flyer).
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** During the fourth quarter, all metadata records will be finished and uploaded and a collection register will be created for EAD encoding. Additionally, the Library's traveling housing exhibit will open and an event journal (to replace the bookmark/postcard set) will be produced featuring photographs from the Los Angeles Housing Authority Photograph Collection. The event journal will be unveiled at the Library's annual spring event, and will also be made available at each host location of the traveling exhibit.
5. **Is the project on schedule as described and approved?** yes no

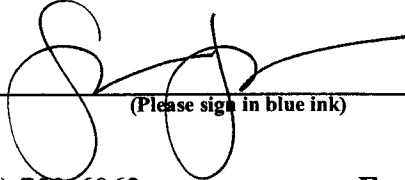
Is the project within budget as approved?

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: _____



(Please sign in blue ink)

Title: Archivist & Project Director

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