

California State Library
Library Services and Technology Act

Quarterly Narrative Report

03/18/06 11:13:45

[Handwritten signature]

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: 4/18/06

Grant Award ID #: 40-6417

1. **Grantee:** San Jose Public Library
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.**

PROJECT TRAINING & ADMINISTRATION

a) Project Director participated in quarterly LHDRP conference call on March 16.

SCANNING OF MATERIALS

- a) Second set of fifty items to be scanned were sent to the imaging vendor on February 3.
- b) Second set of fifty items were returned from vendor on February 17 along with the scanned images on CD.
- c) Second scanned images from vendor were checked for quality and found acceptable.
- d) Third set of fifty items to be scanned were sent to the imaging vendor on March 10.
- e) Third set of fifty items were returned from vendor on March 24 along with the scanned images on CD.
- f) Third set of fifty scanned images from vendor were checked for quality. Three pages from one item will need to be sent back for rescanning. The rest of the scans were acceptable.
- g) Fourth and last set of fifty items to be scanned were sent to the imaging vendor on March 30.

METADATA CATALOGING

- a) Images of the second set of fifty scanned items were successfully uploaded to the CONTENTdm server.
- b) Metadata cataloging for the second set fifty scanned items was entered into the CONTENTdm acquisition station and successfully uploaded into the CONTENTdm server.
- c) Metadata cataloging worksheets for an additional 65 items were completed.

SERVICE PLAN

- a) Preproject survey questions completed and sent to web team for inclusion on the Library web page in mid April.

GRANT FUNDS

- a) Order for an 11 x 17 scanner submitted to Library Management and IT Department for approval.
- b) Researched additional digitization equipment for possible purchase including digital camera and photo printer.

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

- a) Receive scans of the fourth set of items from vendor, review and send comments to CALIFA.
- b) Upload third and fourth group of scans to CONTENTdm server. Upload metadata cataloging for third and fourth group of scans to CONTENTdm server.
- c) Complete preproject survey and compile results. Begin work on postproject survey.
- d) Spend or encumber the remainder of the grant funds.
- e) Participate in quarterly LHDRP conference call.
- f) Participate in CSL/CDL-sponsored digitization project training program.
- g) Create collection descriptions.
- h) Send complete digital asset submission package to CDL.

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?

7. Signature: Bob Johnson Title: California Room Lead Librarian
(Please sign in blue ink)

8. Telephone: 408-808-2136

E-mail: bob.johnson@sjlibrary.org