

California State Library
Library Services and Technology Act

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 7-24-06

1. Grant Award ID #40-6420
2. Project Title Local History Digital Resources Program
3. FY 2005-06
4. Total project period 7-1-05 to 6-30-06
5. Grantee Sutter County Library
6. Address 750 Forbes Avenue, Yuba City, CA 95991
7. Contact Roxanna Parker 8. Telephone/E-mail rparker@co.sutter.ca.us
9. Needs.

Provide enriched access to local history visual materials on the local and state level.

Applicant Jurisdiction: Sutter County LibraryProject Title: Local History Digital Resources Program

10. Project abstract.

a. Brief statement of purpose and background of project:

Libraries in California have collected a wide range of materials concerning the local history of their communities. Many of these items are historic photographs that illustrate the diverse nature of their citizenry and record many of the tremendous changes that have taken place in their community. The purpose of this project is to provide enriched access to these local history visual materials on the local and state level. The specific Sutter County Library project used local historical photographs and *Shades of Sutter* historical photographs collected during a previous LSTA grant project.

b. Synopsis of the goals of the project:

The goals of the project were to involve library staff and community members in selection of historic photographs to be included in the project; train library staff concerning digitization topics and projects, and creation of metadata; provide for digitization of selected photographs; export photographs and metadata into CONTENTdm; download photographs and metadata into the California Digital Library (CDL); include digitization in library service plan, and prepare for project continuation.

c. Brief statement of objectives:

2 library staff participate in 6 project training workshops; staff select community advisory group to participate in project; staff and community advisory group select 200 historic photographs for digitization during project, provide subject research and prepare metadata; staff export 200 photographs and metadata into CONTENTdm; project downloads 200 photographs and metadata into CDL; library includes digitization in library service plan; library purchases digital equipment per project specifications for program continuation.

d. Brief list of the results of the project:

All objectives of the project were successfully completed: 2 library staff participated in the 6 project training workshops; a community advisory group was selected representing all geographic areas within the county, and major ethnic groups; staff and advisory group selected 200 photographs (including one historical pamphlet) for digitization and created the metadata; library staff exported the photographs and metadata into CONTENTdm; the project downloaded the 200 photographs and metadata into CDL; library prepared for program continuation by including digitization in service plan, and purchasing digital cameras, camera stand, scanner, photo printer per program specifications.

e. Summary:

The project digitized some local history photographs and many photographs from the library's *Shades of Sutter* collection, developed in 1998-99 as part of the California State Library, *Shades of California* LSTA grant project, Cycle 2. The Local History Digital Resources Program generated new interest in collecting historical photographs through the continuation of *Shades of Sutter* photo days, with continued digitization of selected photographs for CDL. Participating staff and community members felt great pride and satisfaction in their contribution to preserving and sharing the visual history of Sutter County. This project has been a way to include Sutter County and its rich history in the California Digital Library for increased local and state access.

Applicant Jurisdiction: Sutter County Library

Project Title: Local History Digital Resources Program

11. Project accomplishments.

The library selected 2 staff to participate in the 6 workshops included in project training. One additional new staff member (who will be the coordinator for future *Shades of Sutter* or other library historical photograph projects) assisted with the creation of the metadata. One additional technical staff member assisted with exporting the photographs and metadata to CONTENTdm.

The community advisory group helped select photographs for this project, and are interested in being involved in any continuation historical photograph projects. The group represented both of the incorporated communities and all unincorporated areas of the county, included men and women, a variety of age groups, and all major ethnic groups in the county.

200 historical photographs (including one historical pamphlet) were included in the project and digitized. Both library staff and community advisory group helped identify the photographs and create the metadata.

The library's collection of historical photographs was organized, stored in protective, archival sleeves, and put into notebooks for ease of storage and use.

Library technical staff worked with project staff to export the photographs and metadata into CONTENTdm so they could be downloaded into the California Digital Library.

Balance of grant funds was used to purchase 2 digital cameras, camera stand, scanner, photo printer—all meeting specifications needed for project continuation.

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12. Subjective evaluation.

Participating staff and community members liked selecting the photographs, and expressed great satisfaction in knowing that people will have greater access to the photographs in the future, for their own enjoyment and for historical research. The project generated increased interest in collecting and preserving historical photographs, and in the value of digitizing them for improved public access.

Adrian Turner (CDL) was an absolute gem on the project – very helpful, very patient, always very pleasant on the telephone and a pleasure to work with. Staff specifically wanted to point out that he is a very nice person and that was extremely helpful on this project.

Project training and trainers were all good, but staff had difficulty with CONTENTdm and could have used more and less rushed hands-on training in this one area, possibly including refresher training midyear when they were actually using the software. CONTENTdm is difficult to use, and didn't work like the directions said. Staff feel they could not have completed the project without Adrian's assistance in this area. Staff wished they had a CONTENTdm handbook or more instruction.

Sutter County Library was closed and/or under construction for new carpeting and asbestos abatement nearly two and a half months of this project year, with the project coordinator out for surgery an additional six weeks. At times these realities impacted our ability to implement the project on a consistent schedule -- however we did successfully complete all objectives, and we generated continued interest in collecting and preserving historical photographs, and in digitizing them for inclusion in the California Digital Library. Staff are very interested and very enthusiastic about digitization projects, especially of historical photographs.

13. Project continuation.

Library staff and community advisory group are very interested in continuing the project, by digitizing more of the library's current historical photographs, and sponsoring an additional *Shades of Sutter* day in 2006-07 to collect more community photographs. Staff have also discussed continuing its small business partnership with the Yuba City Downtown Business Association to co-sponsor a specific *Shades of Sutter* project to document the history of Yuba City's "old downtown" and current renovation of Plumas Street.

The library used the balance of project funds to purchase two digital cameras, camera stand, scanner and photo printer all meeting required specifications for project continuation.

And finally, the project invited participants to submit 25 additional photographs for digitization at year end. Library staff selected and submitted the 25 photographs, and intend on submitting 35 additional photographs in 2006-07 for our maximum of 60 additional images. Staff will also participate in additional training provided for accessing the digital collection on the library website.

14. Signature/Date *Royanna Parker* 7-24-06(530) 822-7140 _____
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