

**California State Library
Library Services and Technology Act**

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BUDGETS

Quarterly Narrative Report

2006 NOV -2 PM 1:24

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: 10/30/06

Grant Award ID #: 40-6601

1. **Grantee:** Fullerton College/North Orange County Community College District
2. **Project:** Local History Digital Resources
3. **Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.** To date the project is on schedule and progressing according to the grant guidelines. During the first quarter two faculty librarians attended the training sessions in July & August and developed a process for photograph selection, copyright evaluation and metadata description. The campus community received notification of the grant in the college President's weekly newsletter. A service plan was developed that includes a pre/post project survey of students and faculty and a community scan. The pre-project survey is being tested in October and will be administered during November. The community scan will be completed by Oct. 31, 2006. Other grant activities completed include ordering supplies, preparing an assigned work area, downloading the ContentDM software at 2 computer workstations, training a MLIS intern from UCLA to work on the project, and refinement of a fair use checklist that will accompany every photograph. The first set of 50 photographs (all single objects) were shipped on October 16th to Northern Micrographics and the catalogers on staff have begun the process of metadata entry with encoding strategy B (Handbook 4.2.2).
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** During the 2nd quarter we will continue to identify photographs for selection, ship photographs according to the schedule and encode the metadata. The goal is to have all 200 images selected by Dec.15, 2006. Emphasis for the quarter will be on the quality control of the images received from Northern Micrographics and testing a sample set of photographs in ContentDM. Finally, the pre-project survey will be completed by November 30, 2006.

