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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 July 31, 2007

1. Grant Award ID # 40-6601
2. Project Title Local History Digital Resources
3. FY 2006/2007
4. Total project period LSTA (July 2006 to June 2007)
5. Grantee Fullerton College Library/ Fullerton College/North Orange County Community College District (NOCCCD)
6. Address 321 East Chapman Ave., Fullerton, CA 92832-2095
7. Contact Jane Ishibashi 8. Telephone/E-mail (714) 992-7061, jishibashi@fullcoll.edu

9. Needs.

- The Fullerton College library staff needed expertise to decide on a process for scanning, cataloguing, and providing access to the photographs.
- The historical materials have been languishing in boxes scattered around campus for years. In order to seriously organize and preserve the materials, the library needed seed money to jumpstart a project to digitize the most appealing materials in the archival collection, the historical photographs.
- The library also needed an interesting, widely accessible resource that could be used to publicize the historical collection and increase awareness about the college's history.

Applicant Jurisdiction: Fullerton College/ NOCCCDProject Title: Local History Digital Resources

10. Project abstract.

- a. **BACKGROUND:** Since the Fullerton College Library moved to a new building in 2005, the historical materials pertaining to the college were transferred to a new archives room. This move triggered a renewed interest in the materials and the possibility of providing wider access to them for educational purposes. The project would provide access to 200 historical photographs documenting campus life. The college is one of the oldest continuously-operating community colleges in California and has been a pioneer in the educational arena. Since the curriculum often adapted to meet the specific needs of the community and the country, the photographs can be useful tools for students, instructors and the general public in their quest to understand societal changes.
- b. **GOALS:** 1. Provide access for students, faculty and the community to online photographs that document Fullerton College's over 90 year commitment to education. 2. Create an online resource for learning about societal changes on campus during the last century. 3. Raise awareness on campus and in the community about the availability of the Fullerton College archives. 4. Begin a preservation project of the historical images and materials in the library.
- c. **OBJECTIVES:** 1. Digitize and provide online access to 200 Fullerton College historical photographs. 2. Conduct a pre-project and post-project survey to determine awareness and interest in the archival materials. 3. Publicize the on-site and online availability of historical materials documenting the history of the college.
- d. **RESULTS:** 1. The project has resulted in the digitization of the two hundred photographs and we have prepared the collection descriptions for transfer to the Online Archives of California. However, at the time of this writing, the final transfer to the OAC with online access has not taken place yet. 2. Through a pre-project survey of students, faculty and staff, we determined that the majority of the respondents including faculty were unaware that the library possessed historical information on the college. The majority were interested in viewing the photographs online. Only a small minority of students were aware that the college is nearly 100 years old. 3. Until the photographs are online and available, we will not be publicizing the photographs and archival resources. When they are accessible, we plan on publicizing the resources and increasing awareness about the history of Fullerton College.
- e. **CONCLUSIONS:** The project has successfully digitized two hundred photographs. The online access through the OAC should happen soon. Fullerton College Library has since been awarded three additional grants for equipment, supplies, and funding to digitize an additional two hundred images plus the Fullerton College student newspaper back issues. In the future, the library plans on digitizing material in-house and storing the files on a campus server using CONTENTdm.

(Do not attach additional pages)

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11. Project accomplishments.

Two hundred photographs illustrating life on campus from approximately 1913 - 1970s have been digitized. With the assistance of two part-time librarians and two interns from the library programs at UCLA and Cal State Fullerton, all the cataloging and processing for the metadata has been completed so the files are ready to be uploaded to the Online Archives of California.

Through the pro-project survey, we were able to determine that the majority of students, staff and faculty were unaware that the library had a historical collection about the college. Most students did not know that the college is nearly one hundred years old. These results illustrated the necessity of promoting and publicizing the digitized photographs as well as raising awareness on campus and in the community about the educational contributions the college has made for so long. As part of the project, the library also wants to promote the usage of the photographs as part of the educational experience in subjects such as fashion design, history, sociology and theatre. The majority of the survey respondents were interested in viewing the photographs, even merely out of curiosity.

When the photographs are online, we will be able to publicize the project, the accessibility of the historical materials online and tie the whole project in with information on the history of the college. After the promotional activities, we will do the post-project survey to determine whether the publicity campaign has had the desired effects.

12. Subjective evaluation.

The LSTA grant was immensely useful because it enabled librarians without archival backgrounds to tackle a digitization project with the assistance of professional advisors who had already established a fairly straightforward process for completing this undertaking. The LSTA program's existing infrastructure for digitizing archival materials and uploading them to a server for public access was a crucial component that makes this program successful. Since this program has been in existence for several years now, the procedures are fairly clear and manageable for staff not specialized in digitization or archival practices. The one suggestion that many participants have already shared is that the training on CONTENTdm took place in August long before it was actually going to be used. Since there was a huge time lag, by the time we needed to use the software, we had forgotten most of the training. The CONTENTdm training session should occur later in the project.

The other difficulty in terms of completion of the project is the time needed to digitize and upload the materials. The actual time for us to complete our objectives is closer to 1.5 years. Since the photographs will be uploaded during this summer, we cannot promote and publicize the online resources until the fall. During the summer, the student body is significantly lower and may consist of many transitory students so it makes more sense to publicize the project results when the student body is at its fullest.

The great benefit of the grant is that it has jump-started the digitization project after years of having historical materials scattered around campus in boxes. A few years prior to the initiation of the LSTA project, one of the librarians started organizing and indexing the materials, but without the LSTA grant, the digitization of photographs was merely a dream. The fact that the digitization had already been started has made it easier to obtain further funding to continue the project.

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13. Project continuation.

As noted above, the library has been able to secure more funding to continue the digitization project because of the existing digitized photographs and groundwork that has already been laid. With funding from a one-time campus grant the library was able to add another 200 images to the initial online collection of 200 from the LSTA grant. The library digitized approximately 150 photographs of campus life as well as 60 pages of the album of the Geology Club which recently celebrated its 80 anniversary. These 200 images will also be available through the Online Archives of California. About half of these additional images have been cataloged so far. With Fullerton College one time funds, we will begin digitizing the back issues of the Fullerton College school newspaper, the Hornet. The digitization of these particularly fragile and brittle newspaper pages will be outsourced to Northern Micrographics. Through a private foundation grant, we were also able to purchase a scanner for in-house digitization that we anticipate for the future. As the digital collection grows, we eventually plan to house the files on a campus server while maintaining the CONTENTdm software.

14. Signature/Date

Jane Ishibashi7/31/07(714) 992-7061

Telephone

ext. 25689

E-mail

jishibashi@fullcoll.edu