

California State Library
Library Services and Technology Act

2007 AUG 28 AM 9:43

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 8/21/07

1. Grant Award ID # 40-6603
2. Project Title Local History Digital Resource Project
3. FY 2006-2007
4. Total project period 7/1/06 - 30/6/07
5. Grantee Placentia Library District
6. Address 411 E. Chapman Ave., Placentia, CA 92870
7. Contact Vernon J. Napier 8. Telephone/E-mail 714-528-1925 x207
9. Needs.

The Placentia Library needs to preserve its collection of historical photographs and make it widely available for searching and viewing.

Applicant Jurisdiction: Placentia Library District

Project Title: Local History Digital Resource Project

10. Project abstract.

Placentia has an active and enthusiastic Historical Committee that has been collecting items in various formats for many years. In particular, it has amassed a sizeable collection of photographs showing the history and development of the City from its earliest days. Although long aware of the need to preserve and share our historical photographs, we needed the "carrot" of a \$5000 grant to get us underway.

For us the object of the exercise was to learn how to digitize (preserve) and make available (via metadata) an initial 200 photographs. Our long-term goal is to use the experience of participating in the Project to secure and share our entire collection.

We deem the Project a success. Not only did we complete the initial 200 photographs, we acquired the knowledge and confidence to carry on with the rest of the collection. We are now in the process of completing a step-by-step workflow that we will use to digitize the rest of the collection and make it available on-line.

(Do not attach additional pages)

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11. Project accomplishments.

Two members of library staff and a representative from the History Committee began the Project by attending the introductory training sessions.

We enlisted the cooperation and assistance of 3 other members of the History Committee as advisors, so that six of us were fully involved in the Project.

We relied heavily on our advisors for the specific detail needed to complete the necessary metadata.

The Project has "enlivened" the History Committee. They have approached the task with enthusiasm, for they see the long term benefit of digitizing our local history in order to preserve and share it.

We purchased recommended hardware, software and storage items in order to continue the work.

We have set in place a process for continuing with the digitization of our collection

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12. Subjective evaluation.

I found the training excellent in every respect except the timing. After the introductory sessions I think it would have been better to leave the CONTENTdm and metadata training until nearer the end of the Project year. In my case, I found that by the time I had to begin uploading onto CONTENTdm I had forgotten how to do it.

The support from Adrian, Trudy and Geri was first class, and the session on copyright was excellent.

I underestimated the time it takes to create and enter metadata. I wish now that I had involved a member of staff with catalog experience to share the load.

All of us at Placentia Library - The Director, Board of Trustees, Historical Committee - are very satisfied with the results.

13. Project continuation.

The Placentia Library District is continuing with the project. We have the enthusiastic support of management and the Historical Committee. We have the necessary experience and equipment (thanks to the LHDRP).

No services have had to be dropped. Rather, we were able to gain approval to increase our staffing by another 20hrs/wk.

14. Signature/Date Benjamin Napier 5/23/07

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