

California State Library
Library Services and Technology Act

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BUDGETS

Quarterly Narrative Report

2007 OCT 29 AM 11:44

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: 10/24/07

Grant Award ID #: 40-6807

1. **Grantee:** Alameda County Library
2. **Project:** Local History Digital Resources Project
3. **Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.** During this period, both Elizabeth Isles, Director of the Dublin Heritage Center and myself attended the project kickoff meeting and copyright workshop in July. Elizabeth has selected and reviewed all 200 photographs that will be scanned for the Project. The Library has recruited an intern enrolled in a Library Tech certification course at Diablo Valley College. This intern has done preliminary metadata on the first 50 photographs, as well as entering those photographs into Northern Micrographics Data Entry Tool, producing a shipping list. The first 50 photographs were shipped via UPS on October 19. I attended the September workshop on shipping and metadata specifications. We have received the second batch of 50 photographs from the Heritage Center for the next shipment, and are beginning metadata worksheets on those photographs. We have begun establishing an authority list of subject headings for the Project.
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** Next quarter we will still be focused on completing metadata worksheets for the remaining 150 photographs. We have two shipments due, one on November 16 and one on December 21. We will receive our first CD back from Northern Micrographics and will be quality checking the images and forwarding any comments to Trudy Levy at Califa. We will continue working with our subject authority list and begin talking about a Plan of Service and ways to spend the \$5,000 in grant money with our advisory group, the Dublin Historical Preservation Association.

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? None foreseen at this time.

7. Signature: Lee Jouthas AH Title: Dublin Library Manager
(Please sign in blue ink)

8. Telephone: (925) 803-7266 E-mail: ljouthas@aclibrary.org