

California State Library
Library Services and Technology Act

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BUDGETS

Quarterly Narrative Report

2008 FEB -1 PM 9:39

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: January 30, 2008

Grant Award ID #: 40-6808

1. **Grantee:** California State University, Los Angeles
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.** Selected and sent our 1st and 2nd shipments. In both cases, the scanned images were reviewed and found to be of good quality. Two of us attended the OCLC CONTENTdm workshop and subsequently downloaded the Acquisition Station. I have signed up for the CONTENTdm listserv. We submitted a purchase order for the Microtek scanner
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** We will be selecting and sending the last two shipments to Northern Micrographics. We will also start creating metadata for the scanned images and begin using the acquisition station for CONTENTdm. We will determine and order other supplies and equipment with the remaining money in the grant.
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?** Our Special Collections Library Assistant, who

attended the OCLC training with me will be leaving in February, but I expect that the assistance already offered from a technical services librarian will more than compensate for the loss of his knowledge.

7. **Signature:** Christina Gladis **Title:** Special Collections Librarian
(Please sign in blue ink)

8. **Telephone:** (323) 343 2015 **E-mail:** cgladis@calstatela.edu