

California State Library
Library Services and Technology Act

Quarterly Narrative Report

2007 OCT 22 AM 10:50

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: 10/10/07

Grant Award ID #: 40-6811

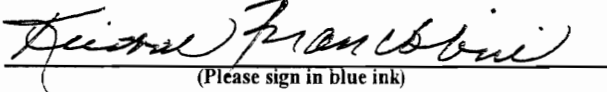
1. **Grantee:** Loyola Marymount University
2. **Project:** Local History Digital Resources Project: The Changing Face of Southern California: A History in Postcards
3. **Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.** As the LHDRP expands a pilot local digital collection previously initiated using CONTENTdm, the Library began the project by examining our original metadata template in order to assess whether to align it with the LHDRP template or to determine a best means of exporting data destined for two Cdm servers (Califa's and ours). Adrian Turner provided invaluable assistance with this investigation. The Department of Archives and Special Collections interviewed and selected a metadata intern from the Graduate School of Education & Information Studies at UCLA. Kim Hukill worked 180 internship hours over the summer, selecting the first set of 50 postcards and creating metadata for them within Cdm's Acquisitions Station. The records have not been uploaded to any server pending resolution of our investigation. The Department interviewed and hired a permanent full-time Special Collections Librarian, whose primary responsibilities include metadata creation for any current and future digital special collections. A major Library exhibit that includes Los Angeles postcards was mounted with mention of our grant involvement and the California Digital Library incorporated into the exhibit captions. The first set of 50 postcards was entered in the DET and has been prepared for shipping to Northern Micrographics next week. We have decided to purchase a new scanner with grant funds.
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** Christine Megowan, the new Special Collections Librarian, will begin work

on October 16. She will select the remaining sets of postcards from a previously identified group of high priority items. She will continue the creation of metadata for the cards. We continue to post project internship opportunities at the SJSU and UCLA sites and hope to involve another information studies graduate student in the LHDRP. We will resolve our CONTENTdm questions and local procedures with Adrian Turner's help by November. The second set of postcards will be mailed in November.

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?**

7. **Signature:**  **Title:** Dean of University Libraries
(Please sign in blue ink)

8. **Telephone:** (310) 338-4593

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