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Library Services and Technology Act

Quarterly Narrative Report
2007 OCT -9 AM 10:00

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: 10/3/07**Grant Award ID #:** 40-6812

1. **Grantee:** Mission Viejo Library
2. **Project:** 2007/08 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.** The Project is on schedule with all activities. During the initial three months of the project, assigned Library staff have selected the first batch of 50 objects to be digitized, created preliminary metadata for each object, and re-housed the objects in archival-quality storage in preparation for packaging and shipment to Northern Micrographics. Objects to be digitized were selected with input from the Mission Viejo Heritage Committee, which is made up of an interested group of Mission Viejo residents.

Selected staff from the Public and Support Services areas of the Library also attended three training sessions to learn about the project and requirements: a Project kickoff meeting, training to understand copyright issues for digitization, and outsourcing and metadata training. Library staff have also had regular meetings with the Mission Viejo Heritage Committee and with the Library Management Team where progress reports were given for the grant project.

As part of our Library's 10th Anniversary celebrations, Library staff have created a commemorative issue of an early City newsletter as publicity. This special issue, which will be distributed during October, 2007 at a variety of Library events, includes an article promoting our Local History Web site. The Web site (<http://www.cmv1.org/history/index.html>) displays and links to digitized objects from previous years and will include this year's images as well. Additionally, the Library has also drafted a pre-project survey

which will be distributed to the public in the second quarter of the grant year - the results of which will assist us with targeting our publicity and ongoing digitization efforts.

4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** The Library is currently scheduled to ship batches of objects to Northern Micrographics for digitization in early November and again in December, and we will be checking the returned objects during this time. The Library will be distributing the pre-project survey to the public during the quarter as well. Lastly, in December, Library staff will be attending a workshop to train us to use the CONTENTdm software for metadata entry.

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?** No constraints or foreseeable problems at this time.

7. **Signature:** Valencia Maginnis **Title:** Director of Library Services
(Please sign in blue ink)

8. **Telephone:** 949-830-7100 ext. 4002 **E-mail:** vmaginnis@cityofmissionviejo.org