

California State Library
Library Services and Technology Act

Quarterly Narrative Report

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: 01/14/08

Grant Award ID #: 40-6812

1. **Grantee:** Mission Viejo Library
2. **Project:** 2007/08 Local History Digital Resources Project

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 this quarter assigned staff, with input from the Mission Viejo Heritage Committee, selected materials for the second and third batches of 50 objects to be digitized. Preliminary metadata was created for each of the 100 objects, the object was re-housed in appropriate archival-quality storage, and the originals were shipped to Northern Micrographics to be scanned. Digitized images returned from Shipments #1 and #2 were also checked for accuracy, and original objects returned and put back into archival storage.

Selected staff from the Support Services area of the Library attended a "Creating Digital Objects with CONTENTdm" workshop as part of the grant year's training offerings. After attending the workshop, Library staff began to create the formal metadata for the first 100 images using the CONTENTdm Acquisition Station software.

Library staff continued their regular meetings with the Mission Viejo Heritage Committee and with the Library Management Team, where regular progress reports were given for the grant project.

As part of the Library's 10th Anniversary celebrations, staff distributed a special, commemorative issue of the Mission Viejo Reporter city newsletter at various Library events. The newsletter included articles outlining the history of Mission Viejo, and also included information promoting our Local History Web

site (<http://www.cmv1.org>) and the digitization project. The Web site includes links to all digitized objects from the project.

The community survey that was to be distributed during the second quarter of the project was made available to the public only a few days later than planned, and is now available to the public. The results of the survey will assist the Library and the Heritage Committee to target publicity and ongoing digitization efforts.

3. **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 the final 50 original objects to be digitized to Northern Micrographics in early February. Checking of returned objects, re-housing, and CONTENTdm metadata creation for returned objects will continue throughout the next quarter.

The pre-project surveys will be gathered throughout quarter three, so that they can be reviewed and evaluated during the last months of the grant year. Library staff will also continue to meet regularly with the Mission Viejo Heritage Committee to gain their input and to have them assist with information about each of the images to be digitized.

4. **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.

5. **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.

6. **Signature:** Valeri R Maginnis **Title:** Director of Library Services
(Please sign in blue ink)

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