

**California State Library**  
**Library Services and Technology Act**  
**Quarterly Narrative Report**  
 2007 OCT 22 AM 7: 59

**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:** 10/6/07

**Grant Award ID #:** 40-6815

1. **Grantee:** South Pasadena Public 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.** Richard Beebe and Paula Knop attended all training sessions for the project including the LHDRP project overview (July 12), copyright training (July 13) and scanning process/metadata update (September 24). The copyright information was shared with other Library staff and a key volunteer assisting with the project. The service plan has been initiated with the selection of an Advisory Committee and invitations were extended to community members with interest and experience with local history. A draft survey has also been developed as part of the service plan. The selection process has begun to identify relevant materials and their copyright statuses. The local history collection database has been configured to include categories for the LHDRP. The metadata is being updated for these records.
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** The Advisory Committee will meet for an Orientation on October 15 and review the first phase of photos that will be sent to Northern Micrographics for scanning on November 2. A metadata sample export was sent to CDL on October 5 for review. The photos that are sent will be logged in the DET database for tracking purposes and the metadata will be entered in the metadata worksheet in preparation for inclusion in the LHDRP ContentDM database.
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? There are no anticipated problems.

7. Signature: \_\_\_\_\_



(Please sign in blue ink)

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