

L-3 18

California State Library
Library Services and Technology Act

RECEIVED
CALIFORNIA STATE LIBRARY
BUDGETS

Quarterly Narrative Report
LSTA Form 7

2009 JAN 26 AM 8:21

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

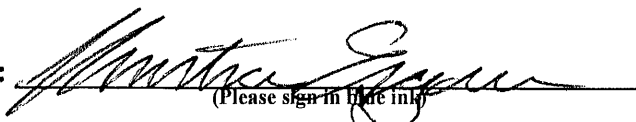
Date: January, 20 2009

Grant Award ID #: 40-7003

1. **Grantee:** Coronado 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.** Attended the project kickoff meeting and copyright workshop in July. Established an advisory committee made-up of members of the community, library staff and a Library Board Trustee. Selected 200 images for digitization, determined copyright status and recorded metadata for each using tab-delimited metadata worksheet. Attended the outsourcing and metadata workshop. Purchased shipping materials. Created shipping inventory using online DET and sent shipments 1-3 to Northern Micrographics for scanning on schedule. Received and quality control checked image files from first two shipments and worked with Trudy Levy from Califa to make corrections. Participated in quarterly conference call. Attended the CONTENTdm workshop. Purchased new computer, installed and configured it with CONTENTdm Acquisition Station software.
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** Send final shipment to Northern Micrographics. Load images and metadata worksheet into CONTENTdm Acquisition Station and continue creating metadata. Receive and quality control check shipments 3 and 4. Create ten complete metadata records in the CONTENTdm Acquisition Station for CDL technical assessment.
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: Library Director
(Please sign in blue ink)

8. Telephone: 619-522-7395 E-mail: c.esquevin@coronado.lib.ca.us

Doc.#12848