

L-316

**California State Library
Library Services and Technology Act**

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BUDGETS

**Quarterly Narrative Report
LSTA Form 7**

2009 APR 15 AM 8:27

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: March 31, 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.** Sent shipments 4, 5 & 6 to Northern Micrographic on time. Received shipments 3, 4 & 5 and quality control checked the image files. We worked with Trudy Levy from Califa to make corrections. Objects in shipment 4 received some minor damage due to packaging of materials on return shipment. Trudy notified the vendor and resolved the problem to our satisfaction. We have batch imported all completed simple image files along with the metadata records from the tab-delimited worksheet into our CONTENTdm project on the Acquisition Station. We have uploaded and indexed 50 metadata records on the CONTENTdm server. We continue to review and revise our metadata records. We have purchased an Espon Expression 10000XL scanner with the remainder of the LSTA grant funds.
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** Receive and review image files for shipment 6 from Northern Micrographics. Continue creating metadata for shipment 6. Import image files from final shipment along with our compound object image files and metadata records into our CONTENTdm project on the Acquisition Station. Review metadata records and revise if necessary. Participate in collection description training. Create a collection description. Upload all finalized metadata records from our project on the Acquisition Station to the CONTENTdm server. Submit finalized version to the California Digital Library.

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? None

7. Signature:  Title: Library Director
(Please sign in blue ink)

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

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