

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

**Final Narrative Report  
LSTA Form 9**

FORM LSTA-16

This report is due thirty (30) days after the completion date of the grant period, on July 31. Note that failure to submit this report within the timelines of the grant program could jeopardize receipt of the final 10% grant payment. Mail a total of **THREE** copies of the report, one with original signature. Send to:

**California State Library  
Budget Office - LSTA  
P.O. Box 942837  
Sacramento, CA 94237-0001**

Date July 27, 2009

1. Grant Award ID # 40-7003

2. Project Title Local History Digital Resources Project

3. FY 2008/09

4. Total project period July 2008 - June 2009

5. Grantee Coronado Public Library

6. Address 640 Orange Avenue, Coronado, CA 92118

7. Contact Candice Hooper 8. Telephone/E-mail 619-522-2476  
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9. Needs.

The Coronado Public Library had insufficient information about some of our photographs and no cataloging records or finding aids for any of these items. The objects were collected for our cultural and educational exhibit program and access was limited to exhibition only. Because of the Local History Digital Resources Project LSTA grant program a significant number of objects are now digitized, have comprehensive metadata records that conform to California Digital Library standards and will soon be accessible to the public via the internet.

Applicant Jurisdiction: Coronado Public Library

Project Title: Local History Digital Resources Project

#### 10. Project abstract.

For the past 20 years as part of its cultural and educational exhibit program, the Coronado Library has been actively collecting materials of historic interest to Coronado and its surrounding area, including items related to the U.S. Navy when they relate to the Coronado community. We've implemented an active acquisition and preservation program in the last 10 years. Unfortunately public access was limited and excitement about the collections was greatest when these items were occasionally on display. When we became aware of the Local History Digital Resources Project LSTA grant, we recognized that digitization was critical to making our collection more accessible to the general public. Digitization would also insure long term preservation of these valuable resources. In the past we were hesitant to create descriptive finding aids for these objects as it was difficult to find an established standard. Digitizing our collection allowed us to create metadata for our objects that now conforms to a standard used by numerous institutions. The process has also resulted in uncovering significant research findings related to the images themselves.

The Coronado Public Library's goal in relation to this project was to add 200 images onto the Califa server using CONTENTdm software. To accomplish this we set four primary objectives. First, form a committee to select the items from within our collections to be digitized. Second, to attend all training sessions to obtain the necessary knowledge and skills needed to complete the project. Third, combine the digital object with their descriptive metadata using the CONTENTdm software. Fourth, upload the completed items from our project to the Califa server for export to California Digital Library's Online Archive of California and Calisphere websites.

A committee comprised of library staff, members of the community, and a member of the Coronado Library Board of Trustees selected objects to be digitized. The selection committee focused on objects that illustrate the early years of Coronado's history and special Coronado Library holdings. Subject categories were delineated such as the U.S. Navy, Coronado Schools, the Ramos Martinez murals at the Library, and Coronado City and Library history. Library staff received excellent training in digitization project management, copyright issues in digitization projects, creation of metadata for digital objects and in the use of the CONTENTdm software for digital collection management. Original cataloging of materials was time-consuming but began before the objects were shipped to Northern Micrographics and continued while the items were out of the building being scanned.

Participation in this project has benefited the Coronado Library tremendously and was an unqualified success. The training received was excellent and allowed library staff to expand their technical knowledge and to continue professional development. We successfully created metadata, digitized and uploaded over 200 objects to the Califa server. The experience gained in this single project is the firm foundation Coronado Public Library staff needed to continue to expand our digital collection post grant year. In-addition, we would like to share what we have learned from this project with our local historical association in an effort to help them digitize and upload their collections to the California Digital Library's Online Archive of California and Calisphere websites.

**(Do not attach additional pages)**

Applicant Jurisdiction: Coronado Public Library  
Project Title: Local History Digital Resources Project

## 11. Project accomplishments.

The major goal for this project was to create Coronado Public Library's first digital collection. This goal was accomplished through the following objectives:

**Selection of materials** - A committee comprised of library staff, members of the community, and a member of the Coronado Library Board of Trustees selected objects to be digitized. The selection committee focused on images that illustrate the early years of Coronado's history and the unique holdings of the Coronado Library. Over 200 objects were selected to be digitized.

**Training** – Two library staff members were in attendance at all training sessions. The training was extremely useful and we received important and key information at each of the seminars. Topics covered in the training sessions included digitization project management, copyright issues in digitization projects, creation of metadata for digital objects and in the use of the CONTENTdm software for digital collection management.

**Metadata** – The metadata worksheet allowed us to create descriptive metadata for our objects that now conforms to a standard used by numerous institutions. It was assumed that cataloging the materials for the first time would be time consuming. We started working on the metadata soon after items were selected and before the objects were shipped out for scanning. Significant research was conducted in creating the metadata for each item. Metadata creation continued while our materials were being scanned by Northern Micrographics.

**CONTENTdm software** – Learning to use the CONTENTdm acquisition station allowed us to merge our digital objects with the worksheets used to create the descriptive metadata, then to upload these items from our project to the Califa server.

**Development** - We successfully digitized, created metadata, and uploaded over 200 objects to the Califa server. The Local History Digital Resources Project LSTA grant has given our institution the education and experience needed to continue to enlarge our digital collection. We hope to share what we have learned from this project with our local historical association in an effort to help them get their collections digitized and available on the California Digital Library's Online Archive of California and Calisphere websites.

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12. Subjective evaluation.

The project was considered a great success. The knowledge gained from this experience will allow Coronado Public Library to continue to expand its digital collection. The Local History Digital Resources Project LSTA grant was extremely beneficial because of the program's existing infrastructure. Working with established standards in a well defined and straightforward project model helped to make the process fairly clear and manageable for staff not specialized in digitization and cataloging practices. The project's workflow was easily handled within the time limits by being broken down into small segments; allowing time for and support from the multiple supporting agencies which included in-depth training sessions.

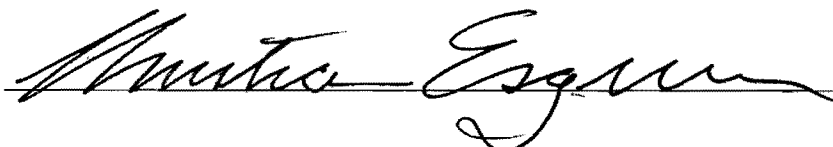
An established project model combined with the multiple supporting agencies that provided us the experts with more diverse and greater knowledge and experience significantly increased our chances for success. Inquiries and questions were responded to quickly and effectively keeping us moving forward with added confidence. Participants in the project were kept well informed and up-to-date on all aspects of the project as it progressed.

The Local History Digital Resources Project LSTA grant permitted us to take a complex structure of inter-related tasks and to learn the system as a whole, which is to say from start to finish. Over two hundred of our objects are now digitized, have metadata records that conform to California Digital Library standards and will be accessible to the public via the internet.

13. Project continuation.

The Coronado Library has taken the steps to incorporate the Local History Digital Resources Program into its service plan. Our CONTENTdm subscription has been renewed for the next year. We also purchased a scanner for in-house scanning to further expand our digital collection of local history post grant year. The transfer of images along with their metadata to the CDL website using CONTENTdm provided by Califa will continue as a means of making the collections accessible to the public.

14. Signature/Date



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