

California State Library  
Library Services and Technology Act

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BUDGETS

Quarterly Narrative Report

LSTA Form 7 2009 MAY -5 AM 4: 14

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: 04/22/2009

Grant Award ID #: 40-7004

1. **Grantee:** ESCONDIDO PUBLIC LIBRARY PIONEER ROOM
2. **Project:** LOCAL HISTORY DIGITAL RESOURCES PROJECT (LHDRP)
3. **Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.** We shipped our last batch of selected San Diego County related photos from the Eloise Perkins Collection and then received the photos back and the remainder of the discs for our scanned photos. We reviewed them for accuracy and clarity and provided our comments and observations as well as the report for the previous quarter. We attended training workshops and participated in conference calls. We loaded the CONTENTdm application for uploading the images. We proceeded to do batch uploads of the images and the metadata. We contributed articles about the Pioneer Room to local newsletters including mention of the LHRDP grant funded project and the benefits we foresee in making our collection more accessible.
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** We plan to complete the process of uploading the remaining 30 or so scanned photos and the accompanying metadata to CONTENTdm. Once we have received a final set of the CD-ROMS from NMT containing a complete set of accepted scans we will keep this set for use and then store the CDs that we have been using in an alternate location documenting where these files are stored. A finding aid and library catalog entry will be created pertaining to these images. When it has been confirmed that the collection is available online we will make an announcement and provide a link on our library website directing patrons to the CDL website indicating where the images are accessible. We will be attending a digital technology conference in May in San Diego where we will be demonstrating a "Poster Session" presentation about the project. Aside from digital conferences and workshops, we have also made worthy use of the grant money for the purchase of much needed archival supplies and materials

that can be put to valuable use as we continue processing this extensive photograph and manuscript collection. We will explore the possibilities of continuing the digitization process with the remainder of this collection as well as other collections in the future.

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? As far as we can tell we should be able to proceed without any foreseeable problems from this point forward. There was some confusion about the wording regarding the instructions (image border, image edge) for NorMicro to scan the images but we seem to have gotten through some of the challenges we encountered by being able to pose questions to Adrian, Trudy, and Ira through email communications. We are looking forward to completing the final steps of the process within the last quarter time period.

7. Signature: Helene D. Idels Title: HELENE D. IDELS, ARCHIVIST  
(Please sign in blue ink)

8. Telephone: 760-839-4612/4315 E-mail: hidels@escondido.org