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California State Library
Library Services and Technology Act

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BUDGETS

Quarterly Narrative Report

LSTA Form 7

2009 JAN 26 PM 12:48

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 16, 2009

Grant Award ID #: 40-7005

1. **Grantee:** Graduate Theological Union Library
2. **Project:** Berkeley Free Church Collection
3. **Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.** Overall, the project is on schedule for completion. Kris Veldheer and David Stiver attended two workshops: Project Kickoff / Copyright (7/10-11) and CONTENTdm. Stiver also attended the Outsourcing / Metadata workshop (9/15). All materials have been selected and described. Two of the five outstanding copyright issues are pending resolution: both for receipt of permission. The shipping specifications for three day select and third party billing required us to set-up a UPS account just for this project. Three shipments have been submitted to Northern Micrographics. The first shipment arrived late and required 14 images to be reworked, due to bleeds, color quality and incorrect scanning; the second, three issues, one skipped original, one scanned incorrectly and one not scanned as a compound object; the third, which included the rework from the first shipment, was not processed as our file identification did not match theirs. Although this will delay processing into CONTENTdm, having all the metadata basically done should compensate for the breakdown in the imaging schedule. During these two quarters, the Library Management Committee has been informed monthly of our progress. Stiver has met twice with the advisor for the project, Dr. Harlan Stelmach, to review selections and confirm information describing them. A temporary private site on Flickr was used to share a portion of the collection with members of the library and others in the community in order to solicit feedback on the images selected. Discussions with Stelmach and feedback from other reviewers prompted more focus on clearly religious and social justice initiatives and less on the social services provided that were taken over by other agencies. CONTENTdm was successfully installed with assistance from Monica M. Schultz to enable the administration feature. However, we experienced internal network difficulties in the upload function that are currently being addressed by our IT department.

4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** Scheduled activities for this quarter basically follow the project plan: receipt of acceptable images, enter and review metadata, and upload of objects in CONTENTdm. Veldheer plans on reviewing the budget for the project and purchasing equipment and materials to make further digital projects possible.

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:** Robert Benedetto **Title:** Library Director
(Please sign in blue ink)

8. **Telephone:** 510/649-2540

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