

California State Library
Library Services and Technology Act

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BUDGETS

Quarterly Narrative Report
LSTA Form 7

2009 JAN 28 PM 1:37

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: 1/23/09

Grant Award ID #: 40-7006

1. Grantee: Mills College
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.

Please note that this report covers the first two quarters, July-December 2008.

The Project Coordinator, Janice Braun, participated in all of the offsite meetings, including the orientation and copyright workshop which took place in Fremont, July 10-11, 2008; the LHDRP scanning and metadata training hosted by Califa, Northern Micrographics, and CDL at San Diego State University, September 15, 2008; and the "Creating Digital Objects with CONTENTdm" workshop hosted by OCLC Western Service Center in Ontario, December 11, 2008. She also participated in one conference call on November 12, 2008.

An advisory committee of 5 staff and faculty members was formed and has communicated via email. Committee members also advised individually regarding the selection of images. Supplies (Mylar photograph sleeves) and packing materials were obtained. Two groups (shipments #1 and #2) of fifty photographs were selected and shipped to Northern Micrographics according to the schedule for Group B (October 31 and November 28, 2008). Shipments #1 and #2 was received and reviewed according to the schedule. There were no problems with the scans and they were all accepted. Selection for shipment #3 was done. All of the photographs were determined to be in the public domain due to their age (pre-1923).

The CONTENTdm Acquisition Station software has been installed and configured on a local workstation.

The project is on schedule. The project goals of digitizing and providing metadata for 200 pre-1923 photographs relating to Mills College are thus far being met.

4. Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.

Selection for shipment #4 is in process—it will be shipped on February 6, 2009. Shipment #3 is due back on February 2, 2009 and will be reviewed accordingly. The Project Coordinator (Janice Braun) will concentrate on metadata cataloging into the ContentDM Acquisition Station for all the images during the third quarter (January-March). We will also start evaluating the best use of the remaining grant funds. The purchase of a scanner and a digital camera are the most likely candidates for the funds. The Project Coordinator will meet with the Library Systems Administrator to discuss how best to link to the images from the Mills College Library's webpage.

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: Janice Braun Title: Special Collections Curator
(Please sign in blue ink)
8. Telephone: (510) 430-2047 E-mail: jbraun@mills.edu

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