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California State Library  
Library Services and Technology Act

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BUDGETS

Quarterly Narrative Report  
LSTA Form 7

2009 APR 27 AM 6:56

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: 4/15/09

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.

During the third grant quarter scanning continued on the LHDRP. The 3rd and 4th shipments of 50 images each were sent to Northern Micrographics on schedule. Both shipments were returned and reviewed with no problems noted.

Metadata creation commenced using the ContentDM Acquisition Station. Metadata for about 75% of the images was finished. 20 sample records were submitted to CDL for technical assessment and were approved.

Janice Braun participated in the quarterly LHDRP conference call on January 20, 2009.

Janice Braun worked with the person responsible for ITS purchasing at Mills College to determine the best equipment for a continuing digitization effort. An Epson Expression 10000XL scanner and a computer will be purchased in the 4th quarter using grant funds.

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

Metadata creation will be completed for all 200 images. The metadata records will be uploaded to the collection.

We will participate in the collection description training and create the collection description accordingly.

The digital asset submission package and collection description will be sent to CDL.

We will make a final decision on the purchase of a scanner and computer to create an in-house scanning work station and take steps on acquiring the equipment. When that information is available we will decide on the use of any remaining grant funds.

We will pursue the possibility of using Califa's Digital Service when the grant year is completed.


Working with our Library Systems Administrator we will decide on how to access the 200 images from our 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?

There are currently no constraints or problems that would affect the outcome of the project.

7. Signature:  Title: Special Collection Curator  
(Please sign in blue ink)

8. Telephone: 510-430-2047 E-mail: jbraun@mills.edu

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