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Library Services and Technology Act

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BUDGETS

Quarterly Narrative Report  
LSTA Form 7

2009 APR 29 AM 8:31

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

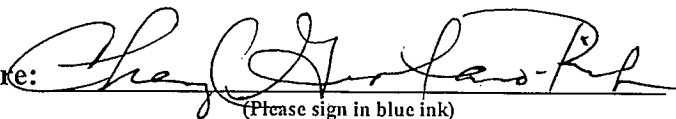
Date: April 22, 2009

Grant Award ID #: 40-7008

- Grantee:** South San Francisco Public Library
- Project:** Local History Digital Resources Project
- Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.** During this quarter, we completed the gathering of objects for scanning, entering of same into the template and shipping for scanning. All of our objects have now been scanned, In addition, we tested use of the Content DM workstation and then began the arduous task of entering our objects and metadata to this database. To date, we have about 2/3 completed. In January, we attended a digital conference in San Francisco. We've begun the process of returning items on loan for the project. We've been alerting our partners of the projects status and begun talking about future possibilities. A new scanner has been ordered that will enable us to continue on our own, digitizing our resources as well as new ones we collect. We have also developed new policies and procedures related to our local history projects including an updated waiver form..
- Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** We still have objects to add to our Content DM workstation prior to all objects being loaded; the rest of loan materials need to be returned. Tomorrow, we'll take part in a conference call with other grant participants and then will concentrate on wrap up steps for the project.
- 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? With the loss, early on of the other staff participant (this open position was frozen and will be eliminated with upcoming budget reductions) it made for much slower going. On the plus side, the remaining participant is learning much more than ever anticipated and has many ideas for future history projects.

7. Signature:  Title: Assistant Library Director  
(Please sign in blue ink)

8. Telephone: 650-829-3876

E-mail: grantano@plsinfo.org

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