

California State Library
Library Services and Technology Act

Final Narrative Report
LSTA Form 9

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This report is due thirty (30) days after the completion date of the grant period, on July 31. Note that failure to submit this report within the timelines of the grant program could jeopardize receipt of the final 10% grant payment. Mail a total of **THREE** copies of the report, one with original signature. Send to:

California State Library
Budget Office - LSTA
P.O. Box 942837
Sacramento, CA 94237-0001

Date 7/30/09

1. Grant Award ID # 40-7008

2. Project Title Local History Digital Resources Project

3. FY '08/'09

4. Total project period 08/09

5. Grantee South San Francisco Public Library

6. Address 840 West Orange Avenue

7. Contact Cheryl K. Grantano-Rich 8. Telephone/E-mail 650-829-3876

9. Needs.

South San Francisco needed to digitize the 100 year evolution of industry in the community. We wanted to capture the city's celebration of its 100th birthday, documenting the changes to the downtown business community, other community celebrations and the well known hillside painting demarcating South San Francisco as the The Industrial City (as seen from sky and freeway). We wanted to also capture the more recent development which marks South San Francisco as the birthplace of biotechnology. - best exemplified by the renaming of a street as DNA Way.

Applicant Jurisdiction: South San Francisco Public Library
Project Title: Local History Digital Resources Project

10. Project abstract.

Purpose: For some time, we had given thought to the need to better document South San Francisco's biotechnology industry. The timing of this grant coincided with the city's 100 year birthday celebration. As we thought of this, it became clear there had been quite an evolution from the City of Industry to the Birthplace of Biotechnology.

Synopsis of Goals: With this project we wanted to make connections to this newest industry, making it clear that the library can play an important role in capturing it's history while helping through this history to promote its future. We wanted to also look at the longer history of all types of industry in South San Francisco/ The project would lend itself to documentation of the celebration of our birthday and afford a look back at past celebrations. During the time of this project we also worked closely with the South San Francisco Historical Society and the BiCentennial Committee to produce a documentary film on the city's history/

The primary objective of this project was to have professionally digitized, 200 objects which are to become available to the public via the UC websites, this summer, thus expanding access to our collections.

We were successful in coming up with unique items to digitize and along the way learned more than we had anticipated. This included learning how to create metadata, moving digital objects with the corresponding data to the Content DM database in preparation for uploading to the server. We were successful in meeting our target however, we ran into many unforeseen roadblocks in collecting some of the materials we sought. In some ways, this led to a better project as it made us broaden our approach and this will lend itself more readily to future additions to the collection. We had signed on with Califa to continue Content DM for at least one year and already have some targets in mind.

Working on this project brought about a greater awareness of areas that need more thought in our planning process as it relates to our local history collection. The timing was such, that when we recently updated our city fee schedule, we made some changes relative to local history acknowledging the changes brought about by digitization. We created a new waiver form to eliminate three different forms previously in use. Along the way, we made many new contacts and/or spread the word about the project in such a way that it increased awareness of our collection - both physical and online and also about Calisphere.

The project ends at a bad time - financially - for everyone. Yet, we feel we can afford to at least minimally continue with Content DM and the next project we work on may be one that will help us better publicize our digitization efforts and perhaps gain some financial support.

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11. Project accomplishments.

1. 200 objects were professionally digitized - many of which were not previously part of our collections.
2. A new waiver form - approved by our City attorney - was adopted and replaces 3 other forms.
3. A digitization checklist developed for an earlier project was reviewed and incorporated into our library manual.
4. Many new community contacts were made.
5. The new scanner that was purchased with grant funds will be put to use to digitize more of our collections.
6. Several presentations on the library's local history collections have been made to groups such as Rotary and the library helped present the new local history movie.
7. We learned something about the creation of metadata and working with digital files.
8. Awareness of the library's local history collections was expanded; this expansion will continue once we go "live".
9. We made contact with our Finance Department to get lists of new businesses as they come into our city and will be sending them a welcome letter letting them know how they can contribute to our recording of their/our history.

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12. Subjective evaluation.

All in all, I'd call this project a success though it wasn't as smooth sailing as I'd anticipated. One of the biggest pluses is that it got me thinking in depth about our local history room/collection. We have wonderful projects such as this one and the digital story station but now we need to more completely integrate them to include the physical collection and a greater effort to digitize it all. Due to changes of circumstance, we hope to have time to spend in the coming months to develop a plan and to scan more materials, make more contacts and expand our own efforts at capturing history in the making.

With this I learned more than ever anticipated about metadata though I still feel quite ignorant about cataloging. A real problem for us, is that the second person who was going to work on the project resigned early on and we were unable to replace her. I didn't anticipate that I would end up doing the meta data and checking of disks and working with Content DM, etc. It was the "old dog, new tricks" scenario.

We were successful in coming up with good objects to meet our digitization requirement and during the project learned more about the tools available for those working with these collections. These range from the mundane - archival quality envelopes - to the complex - metadata cataloging. Coinciding with the city's 100th birthday celebration, there was a greater receptiveness on what we were trying to accomplish by many in the community. We will continue to build on that and have many good contacts to work with us.

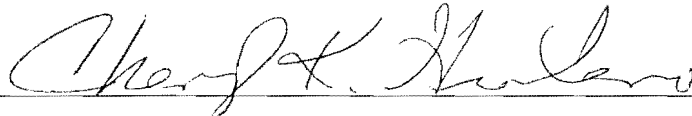
One area where we were not as successful, was in getting materials from the biotech companies. Ironically, we had calls from similar businesses outside our city who want to participate and from individuals saying it was a great idea. We had contacts who were encouraging but said their corporate attorneys wouldn't give an okay. We did have some good material to use - just not as much as we first envisioned. I suspect though, once live and once promoted, we may begin to hear from some who will now "get it" and begin to help us expand collections.

13. Project continuation.

We have signed on with Califa to maintain the Content DM station and plan to select a few local service organizations to digitize their history. This is seen as a demonstration to others that may help us garner some financial support to continue the process in the future.

During an upcoming building project, we anticipate being able to give the historian more time to work on existing collections and to have staff support for scanning. Before then, I will need to work with the Manager to develop a plan clearly defines priorities, gaps and goals for the collection. I see a natural link with our various history projects and other projects such as the Boomer grant. Boomers are a natural audience for targeted programming that we can develop in house.

14. Signature/Date

 1/29/09

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