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California State Library
Library Services and Technology Act
CALIFORNIA STATE LIBRARY
Quarterly Narrative Report

LSTA Form 7
2009 JAN 26 PM 12: 53

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: 1/21/2009

Grant Award ID #: 40-7009

1. **Grantee:** University of California, Riverside - Special Collections & Archives
2. **Project:** 2008-09 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 first quarter an advisory group was established and all 200 images were selected for digitization. Eric Milenkiewicz attended the LHDRP kickoff meeting and "Copyright Issues for Digitization Projects" workshop in July. The copyright status of all images to be digitized was determined. Eric Milenkiewicz and Chuck Wilson attended the scanning and metadata training workshop. During the second quarter two shipments were sent to Northern Micrographics for scanning and the metadata was completed for the first 100 images. Eric Milenkiewicz and Chuck Wilson attended the "Creating Digital Objects with CONTENTdm" workshop. The CONTENTdm acquisition station was installed and operational.
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** The last two shipments will be sent to Northern Micrographics for scanning and the metadata for the remaining 100 images will be completed. All images and metadata will be transferred into the CONTENTdm acquisition station and uploaded to the Califa server. The grant funds will be used to purchase equipment for continuing digitization efforts after the completion of the grant year.
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 no present constraints or foreseeable problems at this time.

7. Signature: Eric M. Miller Title: Assistant Archivist
(Please sign in blue ink)

8. Telephone: 951-827-4942 E-mail: ericm@ucr.edu

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