

California State Library
Library Services and Technology Act

Quarterly Narrative Report
LSTA Form 7

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BUDGETS

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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

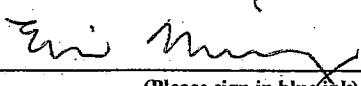
Date: 4/28/2009

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 third quarter the last two shipments were sent to Northern Micrographics for scanning and all originals and digital facsimiles were received back from the vendor. The metadata for the remaining 100 images was completed and the metadata for all 200 images was checked for accuracy and completeness. All images and their associated metadata was transferred into the CONTENTdm acquisition station and uploaded to the Califa server. Eric Milenkiewicz and Chuck Wilson participated in the 3rd quarter conference call. A portion of the grant funds were used to purchase the Epson Expression 10000XL - Photo scanner.
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** The Encoded Archival Description (EAD) finding aid for this collection of 200 images will be completed. The digital asset submission package and collection description file will be submitted to CDL. The metadata for our 200 images will be exported from the CONTENTdm acquisition station into tab-delimited and various XML formats. The remaining grant funds will be used to purchase equipment in order to continue 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:  Title: Assistant Archivist
(Please sign in blue ink)

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

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