

California State Library
Library Services and Technology Act

Final Narrative Report
LSTA Form 9

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 July 23, 2009

1. Grant Award ID # 40-7009
2. Project Title 2008-09 Local History Digital Resources Project
3. FY 2008-09
4. Total project period July 1, 2008 thru June 30, 2009
5. Grantee University of California, Riverside - Special Collections & Archives
6. Address Special Collections & Archives, University of California, Riverside, P.O. Box 5900,
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9. Needs.

This digitization project was designed to address the needs of local historians interested in the growth and development of Riverside, California as well as researchers following social trends and developments in the first part of the twentieth century. The goal of this project was to increase access to the photographic negatives in the Avery E. Field collection as these images could not be easily viewed or reproduced in their current format. Images from the Avery E. Field collection represent an important part of Riverside's history and by digitizing them Special Collections & Archives could both preserve and facilitate their use.

Applicant Jurisdiction: University of California, Riverside -
Special Collections & Archives
Project Title: Local History Digital Resources Project

10. Project abstract.

The purpose of the Local History Digital Resources Project (LHDRP) was to digitize 200 historical images pertaining to Riverside, California and surrounding areas from the Avery E. Field collection which is housed in the Special Collections & Archives department at the University of California, Riverside. This collection contains more than 5,000 images documenting the growth and development of Riverside, California in the first half of the twentieth century. A large portion of the collection is comprised of images featuring local residents and their involvement in various events such as parades, celebrations, and weddings. The architectural history of the city is also well documented as there are images of both residential and commercial buildings including approximately 1,000 images of the historic Mission Inn hotel. Portraits of local families, images of the region's geographic landscapes, and photographs of artwork are also contained in this collection. Images of this nature regarding the history of Riverside, California are often requested by local historians, researchers, students, and interested members of the community. The LHDRP grant was pursued because the photographic negatives that comprise much of this collection are largely inaccessible to users as they can only be viewed on-site and cannot be reproduced using the current scanning equipment in place.

The goal of this project was twofold; to digitize 200 images that were a representative sample of the entire collection and to make them accessible to interested parties, both on-site and online. The digitization process was also seen as a means to preserve the collection for future use by creating preservation quality digital master files and reducing the amount of physical handling on the originals. With the completion of this project the departmental staff will apply the skills acquired as part of the LHDRP grant training to other digitization projects.

The objectives of this project included working with the off-site vendor to coordinate the scanning of images; learning and becoming familiar with the CONTENTdm software for metadata creation; understanding copyright issues as they apply to image reproduction and use; establishing an advisory group; compiling information for the quarterly narrative reports and submitting them on-time; uploading the images and associated metadata into an online environment; creating an Encoded Archival Description (EAD) finding aid for the collection with a link to the digital images; coordinating with the local community to promote and publicize the project.

The project resulted in the digitization of 205 local history images from the Avery E. Field collection. The training received by departmental staff over the course of the grant year will be used to continue this as well as other digitization projects at the end of the grant year. Access to the images has been increased as users can now view and request reproductions of the newly scanned images on-site or online.

(Do not attach additional pages)

11. Project accomplishments.

Goal/Objective:

To improve access to the photographic negatives contained in the Avery E. Field collection by digitizing images and making them available online.

Accomplishment:

Access to the Avery E. Field collection was improved as 205 of the photographic negatives were digitized and are available to users on-site. These images will be made available online in the coming months through Calisphere providing 24/7 worldwide access through the Web. Reproductions of these images to fill user requests can also now be accommodated.

Goal/Objective:

To create descriptive and administrative metadata for the images to assist users in their research needs.

Accomplishment:

Descriptive and administrative metadata was created for 205 of the photographic negatives. This metadata provides users with valuable information on each image.

Goal/Objective

To reduce the physical handling of the collection and create preservation quality digital master files.

Accomplishment:

The digital files for the 205 scanned photographic negatives are now used as the reference copies for these images. As a result the original negatives will be exposed to less physical handling. A preservation quality TIFF file was also created as a digital master that can be reproduced and repurposed to fulfill reference requests.

Goal/Objective:

To learn the various methods and techniques needed to continue this as well as other digitization projects.

Accomplishment:

Training sessions received through the grant on copyright issues, metadata creation, and CONTENTdm have given the departmental staff the necessary tools to continue this digitization project as well as others at the conclusion of the grant year.

Applicant Jurisdiction: University of California, Riverside -
Special Collections & Archives
Project Title: Local History Digital Resources Project

12. Subjective evaluation.

This project was an overall success. Images from an important local history collection have been digitized and made available online thus achieving our goal of increased user access to this material. The training sessions given during the grant year were very informative and equipped departmental staff with new skills that can be used to implement future digitization projects. Equipment purchased with grant funds has also made it possible to continue digitizing materials from our collection as it has provided us with a dedicated workstation for scanning materials.

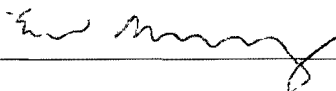
Over the course of the grant year the project progressed seamlessly. All facets of the project went smoothly from the shipments to Northern Micrographics and the quality control of the returned scans to the metadata creation in CONTENTdm and the creation of an EAD finding aid for the Online Archive of California (OAC). Staff members from the California Digital Library, Northern Micrographics, and Califa were all very helpful, accommodating, and responsive to our needs.

Interactions with the advisory group and local community have also been positive. The advisory group established in the first quarter of the project was instrumental in helping us identify images that were representative of the collection as a whole and likely to be used by researchers. The lecture given to the Riverside Historical Society regarding this project generated great interest from local historians and researchers who were pleased to learn that such a wealth of local historical images would be available online.

13. Project continuation.

Special Collections & Archives will continue the Local History Digital Resources Project by selecting and scanning additional images from the Avery E. Field collection. The project will be carried out in much the same as it was during the grant year since this structure seemed to work very well at our institution. TIFF files will be stored and maintained locally, while additional access images will be made available online through Calisphere. The EAD finding aid hosted by OAC will also be updated as necessary. Additionally, other digitization projects of similar scope will be explored.

14. Signature/Date

 7/23/09

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