

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: January 5, 2009

Grant Award ID #: 40-7010

1. **Grantee:** Upland Public Library
2. **Project:** 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 (July -Sept.), Gena Sizoo, Sr. Library Assistant, and I attended the project kickoff meeting and copyright workshop at the Fremont Library on July 11th. Gena reviewed the photographs in our Local History Collection and selected 200 photographs for this project. Most of the photographs were the property of Esther Boulton Black, a local historian who had written several books about Upland and the surrounding area and of Edna Swan, a local photographer whose glass plate negatives were discovered in the old Upland Carnegie Library when the building was undergoing renovations. I undertook the search for the relatives and/or heirs to both Mrs. Black and Ms. Swan. I found that Ms. Black had given the rights to all her works and photographs to her friend June Love, who still lives in Upland. Mrs. Love agreed to sign the Copyright Permission Agreement that gives the Library, the CA Digital Library and Califa the rights to digitize, republish and exhibit the Materials. Gena attended an OCLC webinar about metadata on August 20, and she attended a workshop at San Diego State University on September 15th about scanning, metadata and shipping photos to Northern Micrographics. In the second quarter Gena did the metadata on the first 50 photographs and entered them into Northern Micrographics Data Entry Tool, producing a shipping list. The first 50 photographs were shipped on October 31st via UPS. The grant money was received from the State of California in November. A Copyright Permission Agreement was signed by Linda Martin, grandniece of photographer Edna Swan. Ms. Martin has given permission for the Library to digitize the photographs of Edna Swan in the Library's Local History collection as well as photographs that are a part of the collection of the Cooper Museum, a history museum in Upland. We purchased a one-year individual and grant-restricted subscription to Ancestry.com so that Gena Sizoo is able to verify birth and death

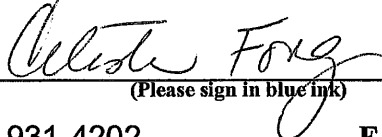
information for some of the subjects in the photographs. Staff may not use this database to answer reference questions from the public. The CONTENTdm Acquisition Station has been installed and configured on a computer in our Local History collection. Gena and I attended the CONTENTdm workshop at OCLC Western on December 12.

4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** The Library plans to continue this digitization project beyond the scope of the LHDRP grant. We decided not to purchase scanning equipment. We will either continue using Northern Micrographics or contract with Luna to scan our images.

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?** None foreseen at this time.

7. **Signature:**  **Title:** Principal Librarian
(Please sign in blue ink)

8. **Telephone:** 909-931-4202 **E-mail:** cfong@ci.upland.ca.us

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