

L-1018  
California State Library  
Library Services and Technology Act

Quarterly Narrative Report

LSTA Form 7

2009 APR -9 AM 11:34

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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: April 2, 2009

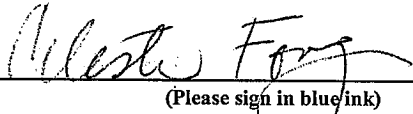
Grant Award ID #: 40-7010

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.** On January 9<sup>th</sup> Gena and I attended the 2009 Digital Symposium at the San Francisco Public Library. We thought the presentations and breakout sessions were both informative and inspiring. The Symposium also offered great opportunities to discuss projects and share information with other attendees. After speaking with several librarians at the Digital Symposium about scanning photographs and documents we decided that scanning our own photographs is not beyond our capabilities. Trudy Levy recommended a couple of good scanners, and we purchased the Epson Expression 10000XL scanner with grant money. The Library has completed reviewing all the photographs returned from Northern Micrographics. Gena has imported the images and uploaded the metadata into CONTENTdm and is editing the entries.
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** The Library is on schedule with this project. Gena will continue editing the metadata in CONTENTdm. We will be spending the last of the grant money on publicizing the digital collection. We plan to publish a brochure and create other materials that will communicate and promote the project within the community and the schools. When the digital collection is available for the public to view we will celebrate the launch with a program showing the digital collection and how to access it to our community. We may need to consult with a design firm in order to create the publicity materials. With the cooperation of the Cooper Museum in the City of Upland we plan continue to add more photographs to our digitized collection.

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? No problems foreseen.

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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