

21012
California State Library
Library Services and Technology Act

Final Narrative Report
LSTA Form 9

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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 27, 2009

1. Grant Award ID # 40-7010

2. Project Title Local History Digital Resources Project

3. FY 2008-2009

4. Total project period July 1, 2008 - June 30, 2009

5. Grantee Upland Public Library

6. Address 450 N Euclid Ave, Upland, CA 91786

7. Contact Celeste Fong

8. Telephone/E-mail 909-931-4202

9. Needs.

The regular users of Upland Public Library's Local History collection know about the photographic images that are a part of the collection and often make use of them. However, there are many Library members who are not aware that this resource exists. The Library identified three needs that would be met by digitization of these photographic images. First is the need to increase the public's awareness of the collection. Second is the need to provide wide access to the collection. Third is the need to provide a collection that is fully searchable by staff and the public.

Applicant Jurisdiction: Upland Public Library

Project Title: Local History Digital Resources Project

10. Project abstract.

The Upland Public Library's Local History collection is housed in a small corner carved out of the Library's large storage area. The collection is maintained by one staff member who can devote only a few hours a week to it. Access to the collection was limited by staffing constraints.

Many of the photographs are protected in folders in a standing metal file cabinet, and others are in archival storage boxes. The bulk of the photographs were donated by a local historian, Edith Boulton Black, and a local photographer, Edna Swan. There are over 675 images dating from the 1890s to the present depicting the history of the agricultural, infrastructural, technological and social changes of the community.

The Local History Digital Resources Project gave the Library the means to meet our goals of:

1. preserving the Library's photographs and glass plate negatives through digitization
2. providing wide availability to the photographs through online access
3. making the collection fully searchable.

The Library set specific objectives for the Project to accomplish these goals and has met all the objectives. The needs of the Library's local history photographic collection will be satisfied through this digitization project.

The Library will renew the CONTENTdm subscription for the next year, and additional photographs from the Library's collection will be added. Publicity about the local history images is being developed, and a local graphics company is currently designing a brochure and a poster for distribution within the Library and to community organizations. A program is planned for the Fall, and future programs are being discussed.

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11. Project accomplishments.

The Project met the time schedule requirements of sending a total of 200 images to Northern Micrographics to be scanned in four different deadlines, and the images were reviewed and rescanned if necessary. Copyright Permission Agreements were obtained from the heirs of the people who donated the photographs and glass plate negatives to the Library. Metadata was created for each photograph and the images and metadata were imported and uploaded into the CONTENTdm Acquisition Station. The images were burned on 11 master CDs which will be housed off site. Copies of the CDs will be available in the Library.

Staff attended all required training sessions which included workshops about the LHDRP, copyright issues and digitization projects, LHDRP digitization outsourcing and metadata training, and creating digital objects with CONTENTdm. There were also quarterly conference calls that allowed participants to discuss problems, bring up questions, and touch base with those who were overseeing the Project. Staff also attended the Califa Digital Symposium 2009 which was not a requirement.

The Library has purchased a high resolution scanner for additional photographs that will be added in the next year. A brochure and poster are being designed by a local graphics company for distribution to local schools and to communicate and promote the Project within the community.

The objectives for the Project were:

- to select 200 of the most important photographs to be scanned
- to obtain copyright permission agreements from the heirs of Edith Boulton Black and Edna Swan
- to attend training to learn about copyright issues, scanning criteria, cataloging standards and uploading processes
- to keep to a set schedule in sending out photographs to Northern Micrographics for scanning
- to purchase a high resolution scanner for scanning additional photographs beyond the grant year
- to promote the use of the digital collection through programs in the community and use of publicity materials, thereby raising public awareness

Each of these objectives have been or will be met in the near future.

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Project Title: Local History Digital Resources Project

12. Subjective evaluation.

The Library reaps many benefits from this Project, although it was quite a learning curve for the two participants. The training was practical and the material learned at the workshops was applied directly to getting the Project started and to the digitization process in general. It is useful knowledge that will help us as we continue the Project. There were a few glitches in creating the metadata, but some phone consultation with Adrian solved the problems. Searching for the subjects of the copyright permission agreements took some time and many phone calls, but once the subjects were located and when they understood the scope of the Project, they agreed to giving their permission.

It was important to keep to the timeline for scanning and getting the metadata done so as not to fall behind. It helped to have the quarterly conference calls.

We recommend that Project participants attend the Califa Digital Symposium. The 2009 Symposium gave us the opportunity to hear about digitization projects other than the LHDRP. The speakers were passionate about their projects, and it was enlightening to learn about the details and scope of the projects. The break out sessions allowed everyone to discuss issues and challenges. The Symposium as a whole offered the attendees opportunities to talk informally with each other about their projects and the methods they used to continue their digitization project beyond the grant year. The sharing of information was a valuable part of the Symposium.

The overseers of the LHDRP were very helpful and encouraging, making sure that all the Project participants were on track. Adrian Turner, Trudy Levy, and Ira Bray were always available for consultation. They gave good advice and came through with solutions and examples that were immediately applicable. Maria Alaniz and Roberto Esteves at Califa could also be relied on to answer our specific questions.

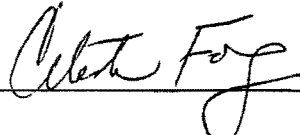
13. Project continuation.

With the purchase the high resolution scanner the Library plans to continue to digitize more photographs from the Library's local history collection. We have been in discussion with members of the local Cooper Regional History Museum in Upland to digitize some of their local history photographs as well.

Because there are not adequate funds in the Library's FY 2009-2010 budget to continue a subscription to CONTENTdm, we have asked our Friends of the Library to support the subscription, and the Friends have agreed to do so and will probably support it for the next few years.

Plans are underway to present a Library program in early September that will publicize the new digital collection on Calisphere. We will be talking about our involvement in the LHDRP, and we will demonstrate how to access the photographs and how to search for specific historical photographs. It is our hope that we'll be able to visit our local schools to demonstrate how to access and search this collection so that teachers and students are aware of this resource that is readily available to them.

14. Signature/Date

 27 July 2009

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