

F-53 IB

California State Library
Library Services and Technology Act

Quarterly Narrative Report

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 a total of **THREE (3)** copies of the report, one with original signature, to:

**California State Library
Budget Office - LSTA
P.O. Box 942837
Sacramento, CA 94237-0001**

Date: January 12, 2004

Grant Award ID #: 40-5866

1. Grantee: The Society of California Pioneers
2. Project : Photography Digitization Project: The Lawrence & Houseworth Albums
3. Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.

Activities:

1. The photography phase of the project is well underway. During this quarter, 935 of the 1500 original photographic prints were photographed. Each of the resulting 4x5" color transparencies was housed in an acid free envelope labeled with its unique identifying number; they were stored in acid free boxes in groups of 250.
2. The scanning technician scanned 422 of these transparencies creating tiff files.
3. The FileMaker software consultant created a database to convert the FileMaker records to Dublin Core html.

5. Is the project on schedule as described and approved?

yes

no

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?

Susan Haas, Registrar

7. Signature and title of person completing report

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8. Telephone

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