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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: November 3, 2003

Grant Award ID #:40-5863

1. Grantee: San Diego Historical Society
2. Project: California Border Region Digitization Project: 1870-1939
3. Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.

On August 26, six staff members and one volunteer attended an all day CONTENTdm training session. The session was taught by a representative of DiMeMa, Inc. and included training in the creation of projects, uploading images to CONTENTdm, entering metadata, use of controlled vocabularies, and banding of images.

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On October 22, Assistant Project Director, Therese James, viewed a three hour web-based CONTENTdm training session which covered the customization of web templates and uploading of digital collection items into WorldCAT.

On October 30, Therese James attended the OAC Local History Digital Resources Project meeting held at the California Digital Library offices in Oakland.

Rather than hire a Project Archivist to select items and enter metadata, we decided that it was more prudent and expedient for Assistant Photo Archivist, Cindy Krimmel, to select the images. She has worked at the Historical Society for 21 years and has in-depth knowledge of the photograph collection. Ms. Krimmel has selected over 700 images thus far. She is also packing the negatives in boxes and preparing the inventory lists to accompany the images when they are sent to Luna Imaging Inc. At the first of the year, we will hire a Project Archivist to input metadata for the images.

We have altered our original contract with Luna Imaging, Inc. in regards to total scanning cost. We have subtracted \$1,050 from the final fee which would have been spent on the text overlay applied to the JPGs. We will instead use CONTENTdm to band the bottom of each image with "San Diego Historical Society Photograph Collection". The new contract has been signed and a deposit check of \$9,660 will be submitted to Luna upon arrival of the LSTA grant check. The \$1,050 we have saved will be either returned to LSTA at the end of the project or we will apply for a grant modification to expand scanning and cataloging.

The Advisory Committee convened on November 5 to discuss image selection, the 5-10 "quick link" subject themes, the development of the online curriculum, and the need for a revised timeline. Therese James also presented information gathered from the OAC Local History Digital Resources Project meeting, including the goals of the OAC, and online training courses offered by Infopeople.

4. Outline planned activities for the next quarter. Note if these differ from activities proposed in the application for this period.

All of the following activities differ from those proposed in the application for this period because of the delay in starting the project.

Assistant Photo Archivist, Cindy Krimmel, will continue to select images for scanning, pack negatives, and create inventory lists. One thousand one hundred sixty-six negatives will be transported to Luna Imaging Inc. in Los Angeles in mid-December. Once the scanning is complete, the negatives and digital files will be retrieved and Ms. Krimmel will inspect and perform quality control on the digital images.

Therese James will prepare a cataloging manual for this project based upon the Historical Society's current cataloging manual. She will also prepare the CONTENTdm database and map the Dublin Core fields to local Historical Society fields.

A search will be conducted for a part-time Project Archivist who will begin cataloging the images at the start of the year. S/he will upload the images to the CONTENTdm database and begin entering metadata.

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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.

Our projected schedule has been delayed by about 2 months for two reasons.

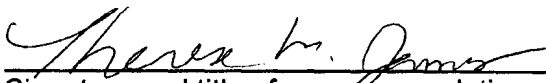
First, the grant was not awarded until mid-August, which delayed us for approximately one month.

Second, Greg Williams, the original Project Director, left the Historical Society in late June. John Panter, Assistant Executive Director of the Historical Society, then became the Project Director. Also, beginning in August, the Research Library hours were extended and staff had to adjust to juggling a new work schedule and a greater work load to fill the position left open by Mr. Williams. This adjustment period delayed the project by a second month. As a result, we are in the process of drawing up a revised timeline and if necessary, Mr. Panter will apply for an extension to the grant.

6. Note any other present constraints or foreseeable problems that may affect the outcome of the project. How can such problems be overcome?

In order to get the project back on schedule, we will increase Ms. Krimmel's time devoted to image selection.

We will also be assigning volunteers and interns to assist in the cataloging.



Signature and title of person completing report

619-232-6203 ext. 164

Telephone