

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 26, 2004

Grant Award ID #: 40-5876

1. Grantee : Water Resources Center Archives, University of California, Berkeley
2. Project : Los Angeles Aqueduct Digitization Project
3. Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.

We received notification that grant funds were received on October 31, 2003. In this quarter we hired an experienced Freelance Archivist who greatly exceeded our expectations. She completed the required metadata entries – including the controlled vocabulary created in consultation with the Project Manager – for all 482 images from the first album.

The first album was delivered to the Digital Imaging Lab in December. The Digital Imaging Lab is currently in the process of capturing electronic likenesses of the Los Angeles Aqueduct photographs and linking these to the existing metadata.

The Freelance Archivist has briefly begun on the second album, which the Digital Imaging Lab will receive until April, 2004.

(over)

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

The project is now on track. After a frenzied effort to meet the first Digital Imaging Lab deadline, the second album should be performed in a more manageable time frame. In the next quarter, the Freelance Archivist will complete the metadata for the nearly 200 images from the second album.

We also expect to receive the digitized images from the first album in the next quarter. The Freelance Archivist, in consultation with the Project Manager, the Digital Publishing Group, and the Online Archive of California, will begin to edit the existing SGML finding aid. This edit will involve adding the required linking (metadata to image) language, as defined by standards created by the Library of Congress and the Online Archive of California, to the raw SGML files.

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

x

yes

no

within budget as approved?

x

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?

There are no foreseeable problems at this time. The only long-term concern is the length of time it will take to receive the digitized images from the Digital Imaging Lab, specifically regarding the second album. (Note: SGML editing cannot be performed before the digital images exist on the server where they are to be housed in perpetuity.) However, we do expect they will stay within schedule and we will have the necessary time to complete ALL of the required SGML editing and submit the finished file(s) to the Online Archive of California within the required timeframe.

Paul S. Ahmad, Technical Services Librarian  
7. Signature and title of person completing report

570-642-2666 patw.d@library.berkeley.edu  
8. Telephone E-mail