

California State Library
Library Services and Technology Act

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BUDGETS

Quarterly Narrative Report
LSTA Form 7

2009 APR 29 AM 8:12

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 9, 2009

Grant Award ID #: 40-7005

1. **Grantee:** Graduate Theological Union Library
2. **Project:** Berkeley Free Church Collection
3. **Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.** The project is close to completion. 190 images have been uploaded and described in CONTENTdm. The remaining images will be uploaded by the end of the month. There were five quality issues with the last shipment, four due to NM not following instructions and one a compound object naming conflict. All quality issues have been resolved. There is one copyright issue that is still outstanding due to being unable yet to locate a descendent for the photographer. Our CONTENTdm site has been shared with members of the Library Management Committee. The committee is developing processes and policies for digitization projects. Three of the images may be reproduced in a book on People's Park edited by Terri Compost. To further support the project, the dissertation on the Berkeley Free Church and three books written by John Pairman Brown while he was the resident theologian are being scanned by Internet Archive for no charge and will be linked from the catalog record and the finding aid on OAC. These should be up by the end of April. Equipment (two scanners, camera and equipment, digital recorder) have been purchased to support future digitization projects.
4. **Outline planned activities for the next quarter. Note: if these differ from activities proposed in the application for this period.** Scheduled activities for this quarter will be a final review of metadata in CONTENTdm, updating the finding aid on OAC and finalizing plans for promoting the 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?

7. Signature: Robert Benedetto Title: Library Director
(Please sign in blue ink)

8. Telephone: 510/649-2540

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