

L-5 1/15

California State Library
Library Services and Technology Act

RECEIVED
CALIFORNIA STATE LIBRARY
BUDGET

6 Month Program Narrative Report
LSTA Form 700 FEB - 11: 28

This report is due no later than January 30. Note that failure to submit this report 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
Fiscal Office - LSTA
P.O. Box 942837
Sacramento, CA 94237-0001

Date: January 27, 2010

Grant Award #: 40-7359

1. Grantee Loyola Marymount University
2. Project: Local History Digital Resource Project
3. Describe significant events of this project report period. Relate activities to specific project objectives. Attach project statistics, publicity, publications, etc.

The first six months of the LHDRP cycle have been interesting and challenging. The first three months of the project were also the months that our library was moving into a new library. This meant that my access to the collections for materials identification was quite limited. While the goal of identifying and selecting 200 items to scan was achieved, if I had to plan it all out over again, I don't know that I would want to be moving a library and working on the LHDRP grant at the same time. While I did eventually catch up with the selection of materials, and have even submitted slightly more than the required 200 items to be scanned, I felt a bit behind in the first quarter.

Identification of materials for digitization took much longer than I had expected. Trying to find the balance between materials that were educational and historically significant, versus material that provided some contextualization was a bit tricky. Items were selected with the advice and guidance of the Digital Library Advisory Board. This board contains staff members from different departments across the library. Having the input of the DLP Advisory Board helped me to balance the items that were selected, and keep our patrons - both in-person and virtual - in mind. In the end, I am very pleased with the items that were selected, and believe that they will be a valuable contribution to anyone interested in California history or the history of Catholics in the West.

This is the first time that I have worked with an outside vendor for digitization. It was surprising to me how rigid Northern Micrographics could be with regard to accepting materials for digitization. I did not find their data entry tool to be very user friendly. It was clunky to use, and I made several mistakes with it in the first two batches of material that I submitted. Each of the items that I made a mistake on was then "rejected" with little or no further explanation as to why it was rejected. With the help of Trudy Levy, it sometimes took two emails to find out why items were rejected. This was the most disappointing part of the process.

The images that we received from Northern Micrographics are of high quality: they are up to the standards that were specified. However, as the digitized items were received, they came on several

different CDs in no real order. Sorting out the files and organizing them has taken a great deal of time. It seems to me that there should be an easier way to transfer this data, either by utilizing a DVD or a remote hard drive, or even by downloading the files. Using CDs seems like an out-of-date method for a technologically focused program.

There was an issue with the handling of material. I sent a photo album in the first batch of material. One of the photos in the album did contain a stress mark at one corner. When it was returned to us, there was a tear at the corner. After much discussion, it became clear that we could not determine if that tear happened because of handling or if it happened in shipping. Northern Micrographics graciously offered up extra scans to compensate us for the tear, and we are using grant funds to repair the photo. However, this affected selection and identification of materials for the batches going forward. It is already difficult to think about shipping rare and unique materials across the country to be imaged. The DLP Advisory Board all agreed that we would be more comfortable if there were a local vendor identified for the future.

Metadata creation has been started for the digital objects that we have received. While the process is not yet complete, we are current and on schedule with the deadlines in place. Additionally, the collection has been configured within our CONTENTdm server to the standards that were requested.

The items that have been selected for this project also relate to the upcoming Centennial Celebration of Loyola Marymount University in 2011. These 200 items are going to be the foundation of our Centennial Collection. I expect that we will add more than an additional 200 digital items to the collection within the next year.

Loyola Marymount University is committed to maintaining and growing its digital collections. Within the next month, we expect to hire an Outreach Librarian. Part of the role of the Outreach Librarian is to promote the collections of the library, including the Digital Library Program.

4. Outline planned activities for the next 6 months. Note: if these differ from activities proposed in the application for this period.

Our goals for the next six months include the following:

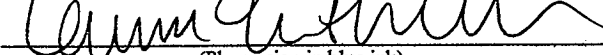
- Completing the metadata for all items digitized.
- Ingesting all digital objects and metadata into CONTENTdm.
- Working with the Outreach Librarian to create and input a promotional campaign to announce this collection.
- Continue with Quality Control on digital images and metadata.
- Use some of the grant money to have conservation treatment done to torn photo and photo album.

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?

I believe that most of our problems were front-loaded at the beginning of this project. I am happy with the progress that we have made, and that we have hit all of our targets to this point. Given the challenges that we had over the summer with moving the library, we've done well and met all goals that were set.

7. Signature:  Title: Digital Projects Librarian
(Please sign in blue ink)

8. Telephone: 310-338-2792

E-mail: Carmen.Mitchell@lmu.edu

Doc.#13921