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Final Narrative Report
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This report is due thirty (30) days after the completion date of the grant period, on July 31. Note that failure to submit this report within the timelines of the grant program could jeopardize receipt of the final 10% grant payment. Mail a total of **THREE** copies of the report, one with original signature. Send to:

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

Date 7-22-2009

1. Grant Award ID #

40-7007

2. Project Title

Digitization of SDSU Historical Glass Plate Negatives and Lantern Slides

3. FY

2008-2009

4. Total project period

July 2008 - June 30, 2009

5. Grantee

San Diego State University Library and Information Access

6. Address

5500 Campanile Drive, San Diego, CA 92182-8050

7. Contact

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9. Needs.

Providing public access to fragile and historical images of San Diego

Applicant Jurisdiction:

Digitization of SDSU Historical Glass
Project Title: Plate Negatives and Lantern Slides

10. Project abstract.

Special Collections and University Archives at San Diego State University owns approximately 130 lantern slides, 20 glass plate negatives, and 50 original black and white negatives related to the history of San Diego. These slides, dating from the late 19th century to the mid 20th century, were often used for educational and entertainment purposes, and are considered to be the precursor to moving pictures. The images in these delicate objects portray students and faculty from San Diego State College in a variety of settings, including many slides that were created for and displayed at the California Pacific International Exposition in San Diego's Balboa Park in 1935-36. The images on glass are part of a larger collection, the University Archives Photograph Collection.

Access to these images is restricted by the fragility of the media. This project enabled us to provide access to materials that would otherwise be inaccessible.

Further, SDSU's Library and Information Access wanted to contribute to the California Digital Library. This grant process enabled us to adopt CDL best-practices and forge working relationships for this and other projects.

Because of shipping errors, and working with the grant organizers, we altered the original proposal. Around two thirds of the images on glass were digitized by the scanning company. We then sent a number of historical images from the San Diego Photograph collection for digitization and inclusion in the project. We did however, learn from the scanning company and we were able to scan in-house the remainder of the glass images.

As a result we contributed scans of all the images on glass and additional historical images from prints and negatives. The metadata and images have been uploaded to the Califa server and we are in the process of transferring the images and metadata to our own image management system, as well. In addition, in the spring of 2009, our University Archives contributed a number of archival finding aids to the CDL including the finding aids for the University Archives Photographs and the San Diego Photograph Collections, from which our images derived.

We will finish incorporating the new images and metadata into our image management system and continue the digitization of both collections. We are in the process of developing a new image management system and once the system is operational we will create access to the grant images through their own Internet page, as well as through the system's index.

By continuing the scanning and metadata description of these two collections, we will continue to increase the number and range of historical images of San Diego freely available online.

(Do not attach additional pages)

Applicant Jurisdiction: _____

Project Title: Digitization of SDSU Historical Glass
Plate Negatives and Lantern Slides

11. Project accomplishments.

We contributed nearly two hundred digital objects, around 150 from fragile glass images. We learned best practices for digitizing in-house. We created metadata for these images according to national standards. The images and metadata were submitted to the California Digital Library. A number of our archival finding aids, especially the University Archives Photographs and the San Diego Photographs are now uploaded and available at the CDL. We now have processes and procedures in place to continue to digitize and make historical images of San Diego publicly accessible.

Applicant Jurisdiction: _____

Project Title: Digitization of SDSU Historical Glass
Plate Negatives and Lantern Slides

12. Subjective evaluation.

In retrospect, we would have sent paper materials from the San Diego Photograph collection out for scanning. We then could have used the grant funding to obtain the assistance of digitization experts to instruct our staff on the scanning of the glass objects. Thus we could have performed that work in-house.

Secondly, we would like to have had the metadata and images moved into our image management system more quickly, however, we are in the process of migrating from one system to another. By waiting the images and metadata will go directly into the new system, however, we will by-passing the need for migration.

The grant organizers are very helpful and the materials provided to assist with the scanning and metadata creation, as well as intellectual property issues are excellent.

13. Project continuation.

We are definitely continuing the project. The University Archives Photograph collection is partially online at <http://infodome.sdsu.edu/projects/photos> We will continue to digitize and create metadata for this collection of nearly 35,000 images.

The San Diego Photograph Collection will be online when our new image management system is ready. The images have been scanned and we are working on metadata.

Once both collections are online in through our image management system we will begin to monitor access and use and add a user survey. We will seek feedback on the usefulness of the images, the file types and sizes, and the need for additional images.

14. Signature/Date



7.22.2009

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